

Family Handbook

2016-2017



St. Jude Catholic School

Handbook Receipt Acknowledgment

(<http://www.stjudeparish.net/images/school/handbook.pdf>)

By signing below, we acknowledge receiving a copy of the St. Jude Catholic School *Family Handbook*. We understand that the handbook contains important information about the school, its administration, and about the educational and disciplinary policies and procedures that the school maintains in furtherance of its religious mission as part of the Catholic Diocese of Ft. Wayne-South Bend.

We also agree to follow the rules and guidelines imposed in the school by the school administration and/or the Diocese. If we have any questions about the content of the handbook, we understand that it is our obligation to request clarification. This acknowledgment is to be returned to the school after being signed and dated. However, the failure to read the handbook or to sign or return this acknowledgment shall not relieve us of the obligation to follow all rules and guides that the school and the Diocese establish or in any way impede or prevent the school administration from operating the school consistent with those rules and guidelines.

We have reviewed and consent to the following policies in particular as part of the general operation of the school:

- Parents as Partners/Active Parishioner Status
- Family Service Hour Requirement/SCRIP purchasing agreement
- Safe Environment Education/Healthworks Human Development Programs
- Extracurricular Eligibility Policy/*Play Like a Champion* Statement
- Discipline Code
- Acceptable Use of Technology Agreement/Microsoft Office365 User Agreement (also: Diocesan *Internet: User and Parent/Guardian Permission Agreement* form in appendix)
- Media Authorization and Release (also: Publication of Picture/Name on Diocesan websites in appendix)

Parent name (sign): _____ Date: _____

print: _____

Parent name (sign): _____ Date: _____

print: _____

Students, Grades 4-8

I/We, the students signed below, do consent to receipt of this handbook and that I/we have read or been advised about the rules and guidelines for attending St. Jude Catholic School. In particular, I/we acknowledge that I/we have read the “St. Jude Catholic School Acceptable Use of Technology Agreement” and fully accept the terms, limits, and implications of how I/we choose to use technology at school, as well as the consequences that may stem from its inappropriate use outside of school.

Student name (sign): _____ Date: _____

print: _____ Grade: _____

Student name (sign): _____ Date: _____

print: _____ Grade: _____

Student name (sign): _____ Date: _____

print: _____ Grade: _____

St. Jude Catholic School Student-Parent Handbook 2016-2017

Contact information

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South Bend, IN 46614

(574) 291-3820

FAX: 299-3054

Principal: principal@stjudeschool.net

General information: info@stjudeschool.net

Website: www.stjudeschool.net

The St. Jude Catholic School handbook is a general statement of diocesan and school policies. It is important that policies are applied consistently and fairly to ensure an equitable education for all students. With such an end in mind, the administration shall retain the final authority on the interpretation of handbook policies. Furthermore, St. Jude Catholic School may add, cancel, correct, or revise portions of the handbook throughout the school year, should unforeseen circumstances require it. Such alterations will be kept to a minimum, and disseminated to all members of the community in a timely manner.

Significant revision points for 2016-2017

NOTE: [To aid readability additions or revisions to the handbook are highlighted in BLUE.](#)

There have been no major new policy additions or deletions from 2015-16. Revision or clarification of wording or policies appears on pp. 6, 13, 20, 22, 29, 33, 37, 39, 40, 43, 46.

p. 8: Academic probationary status

p. 16: Live animal policy addition

p. 45: Note a change in payment method for the aftercare program using the FACTS website.

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Mission and Vision

MISSION STATEMENT

St. Jude Catholic School is committed to helping our students develop their spiritual, academic, and social potential for success as lifelong learners.

VISION STATEMENT

The vision of St. Jude Catholic School is to provide opportunities for students to explore and share their Catholic faith. We challenge students to embrace habits of lifelong learning, exercise strong moral conscience, and model lives of Christian service. The school will provide superior academic preparation for secondary school education, enabling students to serve as leaders in their school, church, and civic community. This education will provide accessible and affordable options for students of diverse backgrounds. St. Jude will remain a welcoming home for its alumni and friends.

FALCONS' PLEDGE

As a member of the St. Jude Catholic School community, I will conduct myself with honor, respecting all people in my words and actions. I will act with integrity, making a sincere effort in all my studies and pursuits. I will speak out against the mistreatment of others and respond to God's grace with actions of service and goodwill.

CORE VALUES (F.I.S.H.)

<u>FAITH</u>	St. Jude students will attain a deep knowledge and positive attitude about their faith, reflective of the school's Catholic identity.
<u>INSTRUCTION</u>	St. Jude will provide a challenging and meaningful education to every student who is accepted.
<u>SERVICE</u>	St. Jude students and staff will serve one another and the community.
<u>HONOR</u>	St. Jude students and staff will engage in positive, constructive social conduct.

STRATEGIC PLANNING

St. School Board of St. Jude Catholic School is actively involved in developing, implementing, and maintaining a working strategic plan. This effort requires the participation of the pastor, administration, teachers, staff, students, and families of St. Jude Catholic School. Participation and cooperation in strategic planning efforts is welcome. Copies of the plan may be viewed online or in the office.

SCHOOL BOARD

The school board creates general policies relating to Catholic Identity, facilities, marketing, finance and development, and support to (but not evaluation of) curriculum and teaching. The school board acts as an advisory body to the pastor and principal. The board can address questions relating to a broad range of topics. It may not address situations concerning specific students or personnel.

Board meetings are scheduled the 2nd Wednesday of each month when school is in session. All meetings are open to the public. Agenda items must be presented 10 days prior to the meeting. Parents wishing to speak to a board member, become involved with its efforts, or inquire about the development of a policy may contact one of the persons below (phone numbers are published in the school and parish directories). Email: sbexec@stjudeschool.net.

Members (year): PRES-Adam Bradley (3), VICE PRES- Melissa Chilcote (2), SEC- Cortney Couture (2), Bob Falcone (3), Tim Hine (3), Jon Slagh (3), Joseph Galea (2), Michael Deranek (1), Lauri Ditsch (1), Sandy Elick (1), *vacant seat*. **Ex-officio:** Fr. John Delaney, Stephen Donndelinger, Mary Johnson, HASA Rep. (appointed by HASA)

Enrollment and Admission

Parents as Partners

As partners in the educational process at St. Jude Catholic School, we ask parents to actively participate in the educational process. Families that consistently fail to meet one or more of these standards may be notified that it is not in the interest or well-being of the school community for their children's enrollment to continue at St. Jude.

We expect our families...

To comply with State of Indiana compulsory attendance laws, to follow school attendance procedures, and notify the school with a phone call, written note, and/or official documentation when the student has been absent or tardy;

To send children to school clean and well-groomed wearing dress code-compliant clothing;

To encourage and support children in the timely, honest completion of schoolwork, studying, and reading;

To send their children to school with nutritionally sound snack and lunch material;

To actively participate in school activities such as Parent-Teacher Conferences;

To pay for damage to school books or property due to carelessness or neglect on the part of the student;

To notify the school office of any changes of address or contact information;

To meet all financial obligations to the school, including the corollary policies of active participation in sacramental and parish life, lunch balances, SCRIP, and other fundraising or support programs;

To inform the school of any special situation regarding the student's well-being, safety, and health;

To complete and return to school any requested information promptly including progress reports, detention forms, and extracurricular eligibility forms;

To read school notes and newsletters and to show interest in the student's total education;

To support the religious and educational goals of the school, including attendance at Mass and special devotions;

To ask their students to report problems and issues concerning peers in a *prompt* manner—first to the teacher, and if necessary, to the principal;

To make a timely response when contacted by the school administration, office, or faculty;

To support and cooperate with the discipline policy of the school;

To treat teachers, staff, and administration with respect and courtesy in discussing student problems;

To speak positively and fairly about the school, its students, its faculty, staff, and administration, and its stakeholders; and to ensure that statements reflecting on those persons as being slanderous, untrue, partially true, or intentionally harmful will not be spread through verbal, written, or electronic means.

To allow that legitimate disagreements and concerns should be discussed with teachers, administrators, and if necessary, the pastor—through an ongoing process of mutual good faith, dialogue, and the understanding that such conversations will be guided by a mutual interest from all parties in the well-being of all students.

Kindergarten/Pre-K

Any child who will turn 5 years old on or before August 1 of the year of enrollment will be considered for admission to that same year's Kindergarten class, with a limited waiver allowed for birthdates following that date. All students meeting this age requirement must participate in a readiness assessment and receive the recommendation of the Kindergarten teacher—approved by the principal—to become officially enrolled.

Any child who will turn 4 years old on or before August 1 of the year of enrollment (or with the principal's express approval) will be considered for admission to that same year's Pre-Kindergarten class. Though not required at this time, St. Jude reserves the right to implement a screening process for Pre-K students.

Admission Priority

In the event that a grade level for enrollment reaches capacity and a waiting list must be established, students will be admitted according to the following priorities, as determined by school board policy.

1. Returning students
2. Students with a sibling enrolled the prior year
3. New students whose families are registered/active members of St. Jude Parish.
4. Students from another Catholic parish which does not operate a school.
5. Transfers from another Catholic parish which does operate a school.
6. All other applicants.

Indiana Choice Scholarship (“voucher”) Lottery

The law states *“If the number of applicants for enrollment in an eligible school under a choice scholarship exceeds the number of choice scholarships available to the eligible school, the eligible school must draw at random in a public meeting the applications of applicants who are entitled to a choice scholarship from among the applicants who meet the requirements for admission to the eligible school.”*

In the event that the number of students qualifying for voucher assistance and seeking admission to a given grade due to capacity requirements exceeds the capacity of that incoming class, a public, random lottery will be held by May 1 of the new school year. Those not selected will join a waiting list. The lottery process will follow guidance from the DOE. The school board policy on admission and the lottery process is available at this link: http://www.stjudeparish.net/images/school/policies_updated_2013.pdf

New Students

Certificates of Birth and Baptism (Catholic/Christian students) shall be presented at the time of registration along with registration fees and all required local and diocesan paperwork. Medical and dental forms are provided at the time of registration and must be completed and returned by the first day of school.

Parents who wish to enroll a student at any time after the beginning of his or her Kindergarten year, shall interview with the principal. St. Jude shall conduct admissions testing to determine appropriate grade placement and/or ability to meet the child's needs in the educational environment. The school shall additionally require an interview with the parents and/or student and may request to review any of the following: academic records, report cards, standardized testing results, educational plans, or reports relevant to learning or health needs. In special cases, contact with teacher(s) and/or administration of prior schools may be requested. St. Jude reserves the right to decline admission for reasons of academic, emotional, health, or disciplinary concern that hold the potential to adversely affect the student's reasonable expectation of success or the orderly and safe operation of the school environment.

Parents requesting to transfer their students in and/or out of other Catholic Schools in the Diocese of Ft. Wayne-South Bend should be advised that principals do make regular correspondence concerning the status of families and students transferring among the Catholic Schools.

We want to ensure a successful outcome for new students, which can be difficult to accomplish with one year to work at the 8th grade level. Therefore, St. Jude reserves the right to decline new 8th grade enrollments without cause.

New 8th grade applicants may be considered on a case by case basis, with particular emphasis given to the likelihood of a successful academic and social transition. Incoming 8th grade students with affiliation at St. Jude or Sacred Heart Parish, siblings already enrolled, or moving in from beyond the geographical area may receive priority.

Probationary Status

Any new student, including Kindergarten, will be admitted to the school on probationary status that will continue for the duration of the first trimester or any period of 60 school days from the student's first day of enrollment. The school may choose to dismiss a student on probation provided that a conference is held before the end of the probationary window at which the parents are informed of the cause for concern. Students may also be placed on probationary status (60 days from the date of the infraction) for behavior code violations that constitute grounds for suspension or expulsion **OR following two consecutive trimesters of failing grades in reading/literature, mathematics, language arts, or religion.** All students may be dismissed immediately under the specific terms and procedures offered as "Grounds for Suspension or Expulsion of Students" (Diocesan policy P4520).

Documentation of Custodianship

Divorced or remarried parents and non-biological legal guardians are asked to present current legal documentation concerning parental status. The school must verify that the enrolling parent has the legal decision-making authority concerning the child's education. (It is equally possible for a non-custodial parent to share joint legal custody—or conversely, that some individual is expressly prohibited from such decisions or access). It is the responsibility of the legal parent or guardian to inform the school and provide legal documentation of any legal restrictions.

This information protects the legal parent and child should another person wish to pick up the child after school or make some medical decision on the child's behalf. By providing us with this documentation, the parent assures us of whom we should or should not allow to act for the child. We appreciate parental cooperation on this sensitive topic.

Tuition

St. Jude School is a mission of St. Jude Catholic Parish. The parish provides a subsidized tuition rate for families who are registered and active (see definition below). Catholic education is a privilege and a gift, but not a right of Catholic parishioners. St. Jude Parish proudly extends the invitation of education beyond its registered Catholic members, with the understanding that non-parish families must fund the full cost of their children's education.

Current tuition and fee schedules may be obtained from the school office or on the web site. Payments may be made as an up front "lump sum" or in 10 monthly installments (total tuition + fees / 10) through the FACTS Tuition Management Program. Checks or Money Orders should be made out to St. Jude Catholic School.

Scholarship assistance in a variety of forms, including Indiana's School Choice programs, is available for those who qualify. Apply for financial consideration through the FACTS website <https://online.factsmtg.com/signin/3XZLX>.

Families who withdraw prior to the end of the year may receive a partial reimbursement of future payments on a prorated basis (amount owed x days attended / 180), rounded up to the nearest \$100 increment. Unfulfilled financial obligations will be deducted from the amount to be refunded.

Fees

Fees are a necessary part of funding the material and administrative components of the school's operation. Fees shall be paid by all families on a "per student" basis, regardless of the number of students enrolled and the family's tuition payment status. Among the fees assessed are the registration fee (administrative support), book fee (textbooks, technology, and other classroom materials), supervision fee (lunch, recess, classroom aides, and other support staff), fine arts fee (for supplies related to art and music programs), and Diocesan fees (insurance, Power School, etc.). The school reserves the right to add reasonable fees relating to unforeseen expenses during the course of the school year.

State of Indiana Textbook Reimbursement Program

Families may apply to receive textbook reimbursement funds from the State of Indiana on behalf of students qualifying for free/reduced lunch rates. For 2016-17 the book/materials fee is \$150, the maximum amount St. Jude will apply to the State of Indiana to be refunded. Families whose tuition is paid in part or in whole by an Indiana School Choice Scholarship/SOG or any other form of financial aid may not be eligible to receive a textbook reimbursement. Families may apply for textbook reimbursement by completing a Free/Reduced lunch application.

Active Parishioner Status (applicable to K-8th Grade Families)

Families will be allowed to receive tuition support at the “active parishioner” rate, which includes any subsidies provided by the parish if by June 30 of the new school year, the family is determined to be active and supportive.

Specifically, families will be evaluated by the Finance Council, with the pastor’s approval, in the following areas:

1. ATTENDANCE AT ST. JUDE CHURCH (and/or Sacred Heart of Jesus), as documented first and foremost through the regular return of offertory envelopes provided by St. Jude Parish. The fact of an envelope being returned (the manner or amount of giving notwithstanding) will be accepted as evidence of regular attendance.
2. SERVICE HOURS performed to the benefit of St. Jude School, St. Jude Church, or Sacred Heart of Jesus Church, as documented and reported to the school. The expected amount will be 30 hours per family per year, July 1-June 30.
3. REGULAR or SUBSTANTIAL CONTRIBUTIONS TO THE PARISH OFFERTORY, as received through envelopes or electronic means. Each family should contribute according to their means on a consistent basis.

The St. Jude Parish Finance Council periodically reviews contribution and attendance history alongside information about service hours. The FC may recommend status changes in consultation with the principal, business office, and pastor. The pastor retains final authority on the status and billing of all students and families.

Family Service Credit (applicable to PK-8th Grade Families)

The St. Jude School service commitment program was created to help meet the needs of the school through total involvement of the parents. The program is crucial to meeting the needs of our parochial school and in keeping tuition costs as low as possible. The fulfillment of service hours is required for families to meet the definition of an Active Parishioner (see above) as well as any family (including non-Catholic) receiving financial aid.

Families may fulfill the service credit by contributing 30 hours of service per school year. The program runs from July 1 – June 30, although the activities run at different times. For families of an 8th grade student, required hours must be met prior to graduation day. It is each family’s responsibility to seek out opportunities and verify with service hour coordinators as to the accuracy of their reported hours. Families may report service by going to the school web site: www.stjudeschool.net and clicking on the “Submit Service Hours” link. Please keep paper copies to help clarify any technical problems.

Specific rules concerning the application and recording of service hours are listed here:

1. Families may claim credit for participating in any uncompensated role that supports a school or parish-sponsored enterprise, event, club, organization, or activity. Examples of service hours include working for the parish festival, serving on school board, attending HASA meetings, unpaid hours as a recess or lunch monitor, serving on the maintenance and grounds committee, rehearsing for parish ministry (ex.—as a choir member), working at St. Jude Athletic Association concession stands, coaching an athletic team, or coordinating a project for the school office (those come up occasionally).

2. NO CREDIT may be claimed for hours that constitute ministry during Mass (Readers, Gifts, Ushers, Greeters, Altar Servers, Children’s Church, Music Ministry). Family participation at Mass is considered a normal part of active participation in the living of one’s Catholic faith. Credit may not be claimed for student participation in projects or events that occur during hours that school is in session, unless a specific exception is granted.
3. Students may work hours on behalf of the family if they are served outside the regular school hours (helping serve hot lunch, for example, will not count as service hours). Grandparents, relatives, or other designated individuals may work hours on behalf of a specific family, provided that they work those hours with the advance understanding that they are being donated for such purpose. Families may not *anonymously* “donate” hours to families in need at the end of the school year.
4. Administration may approve, in advance, the conversion of money spent to purchase/donate materials for special events such as HASA teacher luncheons or fundraisers, such that one (1) service hour may be claimed for each \$10 spent as documented by receipt. Administration may also place a limit on the total number of hours that can be claimed in this manner.

SCRIP Program (applicable to Pre-K – 8th Grade Families)

The St. Jude SCRIP fund helps provide families with credit back toward their next year’s tuition while also supporting our ability to fund technology purchases and upgrades. In order to fulfill their obligation to the SCRIP program, families must purchase a minimum of \$1000 in value between the calendar dates of June 1 and May 31 of the coming school year. For example, when spread out over the 10 months from August to May, a family could meet the quota by spending as little as \$100 per month using the gift certificates and cards available through the SCRIP program. One could spend \$100 in gas and groceries in one day alone! Any family that purchases less than the \$1000 quota will be reassessed 6% times the unpurchased amount.

→*Example: Family purchases \$800 in SCRIP. \$200 remaining x 6% = \$12 owed to school.*

Participating families agree to share 60% of their profits with the school’s SCRIP fund while applying 40% of their total profit from the SCRIP program as credit toward payment of their tuition for the following school. If the \$1000 quota has not been met, 100% will be returned to the school.

Outgoing 8th grade families may request their 40% balance in the form of a check in June of the year of graduation. Families departing St. Jude prior to the completion of their 8th grade year agree to forfeit accumulated SCRIP earnings. SCRIP granted to a family as part of an incentive program, award, or gift for service performed to the school does not apply toward the \$1000 quota. The purchaser will be responsible for all returned check fees and may be placed on a “cash only” basis following the 2nd such occurrence.

Agreement with this handbook constitutes agreement to participate in the SCRIP program and its policies as well as the arrangement that all SCRIP proceeds to the family be distributed according to the rules described here.

“You Can Lend a Hand” fundraiser (applicable Pre-K – 8th Grade Families)

The annual sales of “You Can Lend a Hand” Burger King booklets is a fundraiser to which all families are required to contribute. Each family will have the option of selling the allotted number of booklets, based on the number of children in the family OR “opting out” by paying the up front amount of the equivalent number of booklets.

Participation in efforts sponsored by HASA, the 8th grade class, and Student Council are always optional, but do bring in significant funds. The YCLAH fundraiser helps offset tuition costs and provide needed financial aid for the school, so each family’s participation is appreciated.

Attendance Procedures

1. **St. Jude shall consider an absence “excused”** if a) the office is provided with prompt written, phone, or email notification within one school day of the occurrence AND b) the excuse falls into one of the categories described as reasons for an excused absence (Diocesan policy P4040—See “Appendix”). Generally, health-related reasons, official school visits, and family bereavement are the only legally excusable reasons for absence or tardiness. The school may seek or require 3rd party verification (doctor note, etc.) for any excuse.

If a child is unexpectedly absent, the parent is requested to call the school no later than 45 minutes after school begins on the day of the absence. Give the child’s name, grade, and the date of his/her expected return to school.

Please do not send a sick child to school unless he or she has been symptom free for 24 hours. If your child is unable to participate fully in school activities (gym, playground, etc.) please send a dated note giving the reason and make sure a copy is provided for both the office and the appropriate teacher(s).

Family vacations and business trips may not be excused. Although we cannot prevent families from taking such trips, please be aware that teachers are not obligated to provide missing work in advance of an unexcused absence. Students will be responsible for making up all missed work regardless of the reason. Furthermore, be sure to consult policies about making up work after an unexcused absence, because academic penalties may be assessed for work that is missed and then made up after an unexcused absence.

** Students who accumulate 3 or more unexcused absences will be asked to participate in a conference with the parent and school administration. Students with chronically inconsistent attendance (excused or unexcused) and at least two documented efforts to correct the problem may be referred to St. Joseph County Probate Court. See also: “Parents as Partners,” page 6.*

2. **Promptness is a priority!** Please model responsible and professional habits by making efforts to get your children to school at least 10 minutes before 8:00. It is extremely frustrating for teachers and embarrassing for students who must either wait to proceed or interrupt meaningful activities. Some of the most critical learning of the day takes place during the first two hours. Therefore, chronic tardiness can be almost as damaging educationally as the occasional absence.

All students arriving later than 8:00 AM must make their entry known to the office by way of requesting entry, then signing in through the office log. Health-related appointments, illness, or family bereavement will be considered the primary grounds for an excused tardy. Lack of parental notification will result in an automatic unexcused tardy.

3. **Half day attendance**— Parents wishing to bring students to school later than 8:00 AM or pick up students before the 3:00 dismissal should send advance written notice to the homeroom teacher (which will be forwarded to the office). Parents should report to the school office where they will sign the student in or out. If picking up, the parent may wait for the student to be notified in the classroom and sent down to the office for dismissal.

** A student who misses any period(s) of the day totaling at least 3 hours will be charged with ½ day of absence.*

4. **Perfect attendance recognition**—For the purposes of computing perfect attendance, students who have earned one or more excused absences, unexcused absences, in-school/out-of-school suspensions, or any non-excused tardy, will NOT be eligible periodic perfect attendance recognition.

General Procedures

Schedule

7:30 – 8 AM	Student drop-off window
8:00 AM	Tardy Bell
8:00 AM	Mass (Also includes Roman Catholic Holy Days) – Tuesday, Grades 1-4 / Wednesday, Grades 5-8 / Thursday, Grades K-8
11:30	PreK Lunch period
12:00 – 12:40	K-8 Lunch period
2:50/2:45 PM	Kindergarten/Pre-K Dismissal
3:05 PM	General Dismissal

The daily schedule may be adjusted for extraordinary situations such as funeral masses or inclement weather. Please listen to local news stations or call the office for notification about cancellations or early dismissal. In time, this information may also become more immediately available on the school's web site. St. Jude will ALWAYS provide specific, affirmative information about closing situations. The phone/email communication system will be activated first; followed by local news outlets; and lastly, (optional) the school website and/or Facebook page.

Visitors

ALL VISITORS TO THE SCHOOL MUST ENTER THROUGH DOOR #1 (THE NORTH OFFICE DOOR). Occasional volunteers, students, parents, and guests must request entry through the office except as prescribed during the drop-off and pick-up procedures or special events (Mass, Grandparents' Day, etc.).

Access to the school building will be restricted during business hours to students, employees, vendors, contractors, educational partners (such as tutors or SBCSC employees), and vetted volunteers. Guests who wish to access the school must declare their purpose, receive permission from the office, sign in, and be escorted by an employee for the duration of their visit. The principal shall review and authorize all guests before being admitted. Students may be retrieved to meet with a parent at any time. The parent will be requested to wait in the office.

Whenever possible, scheduled appointments with the principal are preferred to walk-in conversations. The latter cannot always be accommodated.

Supervision Before School

All students who arrive prior to 8:00 must remain under the supervision of an adult. St. Jude will provide for the formal supervision of students beginning at 7:00 AM. If the need arises the school may opt to charge a fee for early student supervision.

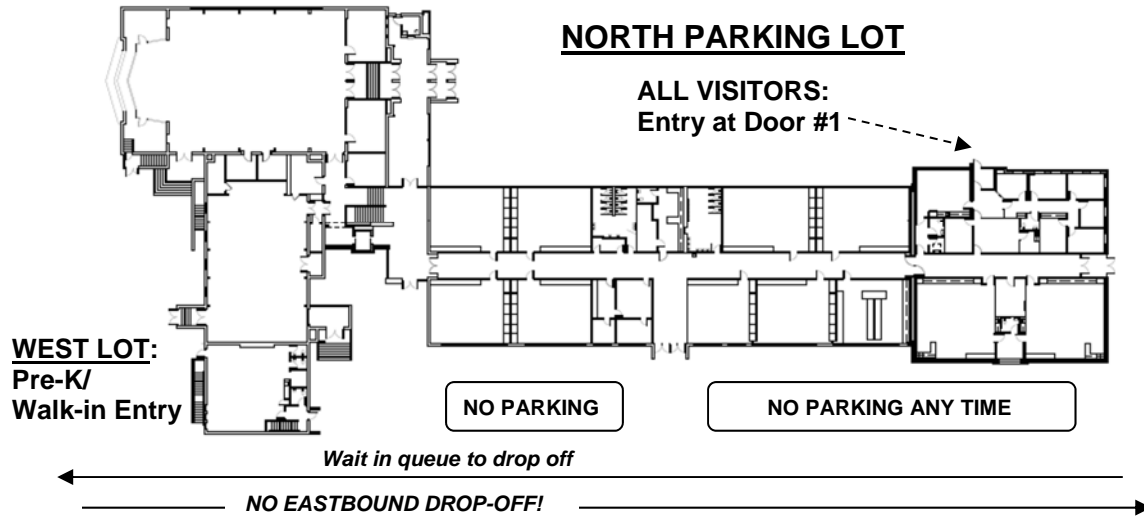
After School Supervision and Care

Students will be supervised during the pick-up period from 3:05 – 3:20 P.M. An after school program is available to all students who must wait longer. Students who are not picked up within that time period will be sent to the Aftercare Program for supervision until as late as 5:30. Program details are found later in this handbook.

St. Jude recognizes that students often carpool home with adults other than the child's parents. Parents are asked to notify the teacher and school office if there are certain individuals with whom your child must always or must never leave the school. Students may always call parents from the school office to clarify the time, manner, and persons with whom they are to depart. Written notification is requested if someone out of the ordinary is expected to pick up a child on a certain day. Students who walk or bike to and from school may be asked to wait until 3:15 and receive official permission before leaving the grounds and to make phone contact once they reach their destination. Students who will regularly walk or bike should indicate permission to do so on their pick-up form.

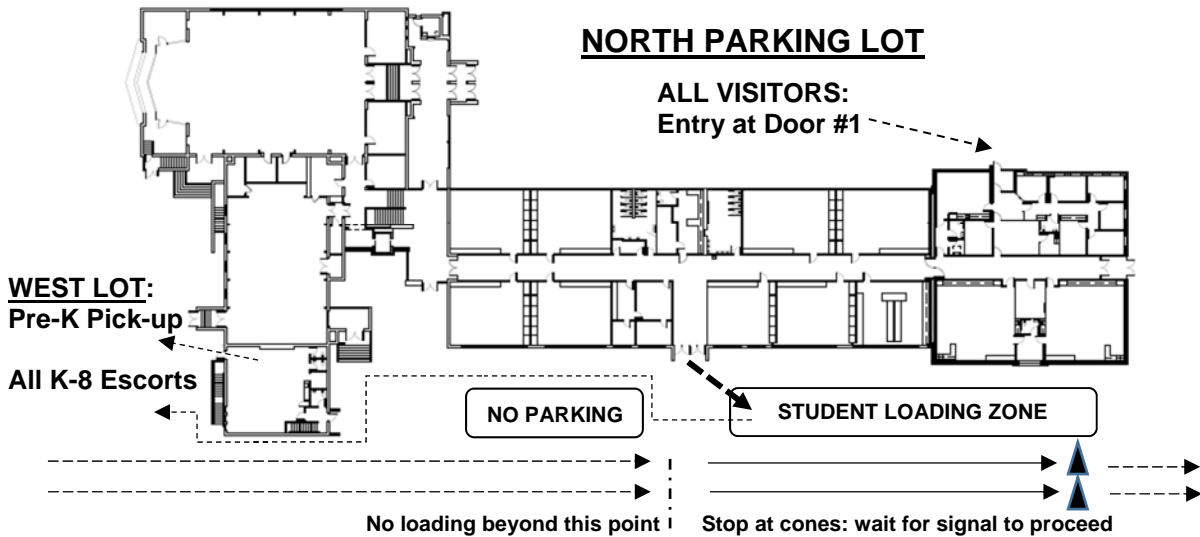
TRAFFIC PATTERNS - DROP OFF

- Curbside drop-off:** Curbside drop-off will be allowed for westbound traffic only. Cars may pull up to the curb near doors #3 & 4 and stop while students depart the vehicle. All students should depart from the passenger side. **WARNING:** Hildebrand Street will remain open for two-way traffic. Drivers should show extreme caution when pulling in or out of the drop-off queue. Under no circumstances should students be dropped off when traveling in the eastbound direction.
- All Escort/Walk-in:** Parents wishing to park and escort their children into school should park in the west or north lots only. No parking on Hildebrand.



TRAFFIC PATTERNS - PICK UP

- Grades 1-8/Carpool:** Cars will enter Hildebrand eastbound and wait in a two lane queue. Please shut off engines. Students will be escorted to the waiting area at the 3:05 bell. Students will be allowed locate their vehicle or parents may escort their children. When given the “all clear,” each lane will be directed forward one at a time. The next group of cars moves forward to repeat the process.
- Pre-K/K-8 Escort:** Pre-K students may exit directly to the west lot and depart cautiously without using the car line. Pre-K with older siblings will be escorted to the pick-up zone. Any other child, K-8, must be escorted by a parent to the west lot if they are not using the car line.



HANDS MUST BE FREE OF ELECTRONIC DEVICES WHILE MOVING IN THE CAR LINES!

Closed circuit television and recorded surveillance

All persons are advised that public areas of the St. Jude Church and School campus (exterior grounds and interior corridors) may be electronically monitored and recorded. Video records will remain the property of St. Jude Catholic Church to be used under the direction of the pastor, subject to the policies or directives of the Diocese Ft. Wayne-South Bend. Recordings may not be released without the permission of the pastor or Diocese.

Lunch

St. Jude provides hot lunch services from Marian High School. Students who wish to purchase hot lunch must submit an online or paper order form, which are usually offered during the two weeks prior to the next month of serving. Free/reduced rates are available for families who qualify. Application to this program is encouraged.

St. Jude reserves the right to restrict students' consumption of certain items. Carbonated beverages and food delivered in fast food packaging (cups, bags, or serving containers) are prohibited at all times. (The school may allow special order lunches from restaurants available on certain days each month). Students who pack a lunch must provide their own heating/cooling mechanisms (ice pack or thermoses). Access to microwave ovens will not be allowed. Students who have not ordered a lunch or who do not have a packed lunch will be offered an alternative that consists of a PBJ, milk, and side item, for which the student may be charged a standard lunch rate. It is the student's responsibility to notify a lunchroom staff member if they do not have a lunch. Any medical dietary accommodations must be documented and brought to the attention of the office.

No student or adult is allowed to distribute food, candy, or beverages to other students without the advanced approval of the principal's office. This includes handing out candy, pizza parties, or ice cream socials. (*Birthdays treats may be distributed at an appropriate time under the teacher's direction, including lunch if so directed.*)

Any parent, grandparent, or immediate family member (only) who wishes to eat lunch with their child must request permission at least one (1) day in advance and sign in to the office as a guest through the usual procedure. Guests may be asked to eat lunch with their children in a separate location. Taking students out for lunch is strongly discouraged. Time away from the building for lunch will not be excused.

Playground/Recess

Students' activities on the playground are carefully monitored. The school may restrict the locations and activities for play. The school will supply a modest collection of safe and appropriate equipment for all students to share. Care for these items is the responsibility of all students. Because of the general prohibition on student property, students will not be allowed to bring playground equipment from home (classroom donations will be accepted with the teacher's approval). Students may be kept indoors from recess because of rain, storms, ice, wind chill at or below 0° F, or other hazardous situations. Teachers of lower grades (K-4) may opt to err on the side of caution even if conditions are technically allowable for outdoor play. The school may stipulate that students shall wear long sleeves, sweatshirts, jackets, coats, snow pants, hats, and gloves under certain types of weather (snow) or below a temperature/wind chill of approximately 40° F.

Telephone Access

There is no privilege of telephone use. Student use of school phones will be supervised by an employee and restricted to situations judged necessary or appropriate (such as illness or injury). Calling to retrieve forgotten articles may be allowed only during non-academic periods. Students who answer or operate any phone, including a cell phone, without permission may be judged insubordinate and subject to a technology policy violation.

Classroom Observations

School parents or prospective families may request a scheduled classroom observation in advance with the principal. Observations will be allowed for the purposes of gaining a better understanding about the topics of study, learning styles, habits, behaviors, and interactions as pertinent to one's own child.

Money

There will be frequent occasions for money to exchange hands during the school year. Examples include hot lunch payments, SCRIP purchases, tuition, fees, field trips, dress down days, and so on. The office will accept cash as a form of payment, but bears no responsibility for lost cash. In general, families are requested to pay for items by CHECK. This makes it possible to track payment in the event it is misplaced or otherwise not successfully conveyed from the student to the proper person in the school office. Online bill pay systems are an increasingly common and reliable method of paying for various fees. The school receives these checks via US Mail. When paying for multiple items (ex: lunch, field trip, & spirit wear), please write separate checks, as the money may go to separate accounts. Students must treat SCRIP like cash. Once a student or parent signs for SCRIP, it is their sole responsibility.

Personal Possessions / Lost and Found

Students who bring personal possessions to school run the risk of wear, damage, or loss. Experience has shown that such items can cause distraction and potential conflict when brought into the school environment. Therefore, students are prohibited from using personal possessions at any time from when they arrive to when they depart unless directly related to educational activities (ex.- books/show and tell). Students who cannot abide by this rule may have their property confiscated for a finite period of time, to be returned directly to their parent.

St. Jude will make reasonable attempts to help locate missing items and will hold students or employees accountable for proven incidents of theft. Beyond this, the school bears no responsibility or liability for lost or stolen personal effects. Students are encouraged to keep expensive or highly valued items at home. If brought to school for any reason, possessions should be stowed out of sight in a backpack or brought to the office for more secure storage.

Unidentifiable personal articles found loose around building grounds may be turned into the school office for a period of time to be claimed by their owner, given an appropriate description of the article. Items not claimed within a reasonable period of time (more than one month) may be given away or discarded.

Third Party Promotions

St. Jude is often asked to help publicize for various commercial or not-for-profit organizations and events. These opportunities may be communicated through various methods. Non-affiliated advertisers must receive permission from the principal and shall bear the cost of production or photocopying. Requests for third party promotions may be declined without cause. Allowing outside organizations to distribute information does not imply school sponsorship or the expectation of participation on the part of school families. St. Jude will work to ensure that soliciting organizations maintain practices consistent with the teachings of the Catholic Church. St. Jude does not release family information to organizations not officially under the authority of the Diocese of Ft. Wayne-South Bend.

News and Information

St. Jude administration and its teachers will issue periodic bulletins for parent viewing. Many of these will be available in electronic as well as print form.

Parents and students must work together to ensure that all correspondence is sent home or returned to school in a timely fashion. Weekly paper correspondence is sent home with the oldest or only child in the family in green communication folders. If forms are received in school-provided folders or plastic covers, please see that the folders are promptly returned for reuse. If a child's folder is lost, the school will replace it once per trimester for a \$1 fee.

Teachers will be asked to submit their own periodic newsletter, at least once per month or more often if they choose. Information may be included with the principal's bulletin or with the school website.

Air Quality Laws (Smoking, Idling, Live Animals)

St. Jude must monitor and comply with Indiana air quality laws. In order to help meet these expectations smoking will not be allowed anywhere on school or church property. In addition, we ask that car line users turn off their vehicles while waiting to pick up students, with the exception of extreme hot (>90) or cold (<20) temperature days.

Parents or guests who wish to introduce live animals to the school for a period of up to one hour must request advance permission from the Principal. Animals must be secured by an enclosure or restraining device. Waste collection and disinfecting products must be available in the area of where the animal is shown. When possible, due to allergenic concerns, fur-bearing animals should be hosted outside the building. Exceptions must receive approval.

Medication

The school is forbidden to administer prescription or non-prescription medication without prior authority to do so. Medication of any kind (including inhalers or epi-pens as well as non-prescription medicated cough drops, pain relievers, herbal supplements, etc.) should be brought from home in the original container, accompanied by a note from the parent and the doctor (if prescription) regarding its administration. Officials at the office will be given charge of supervising the administering of medication during school hours. Long term prescriptions require annual re-authorization from the parent. Diocesan policy may be consulted for the proper giving of medication under more specific or unusual conditions. The necessary medication documents may be downloaded from the website.

Accident or Illness

If an accident or illness occurs while school is in session, the teacher in charge will report this to the office. School personnel shall give what first-aid is needed, and take any action necessary to protect the student's life, health and safety. Instructions will be followed by directive of the parent as soon as contact can be made, and in absence of contact, according to information on the emergency card and medical authorization. Students claiming to feel ill in a vague or general way may be asked to rest for a period of time before contacting a parent, unless more specific or severe symptoms become apparent; or, in light of a recent, known condition, the parent has requested immediate notification of continuing symptoms. There is often some question about how serious an injury needs to be before we notify a parent by phone. The following points will be used as a rule of thumb, although each situation will vary:

- a. head, neck, or eye injuries that result in the student leaving class/recess for more than 5 minutes.
- b. any injury/illness that result in the student leaving class/recess for more than 20 minutes or 2 separate trips to the office (due to the same cause) within a 20 minute period.
- c. injuries resulting in bleeding that require more than 1 band-aid to dress.
- d. any situation of concern where it becomes apparent that it is beyond the school's ability to treat.

Communicable Diseases

Students are expected to practice reasonable preventive measures such as frequent hand-washing and the covering of mouth and nose when sneezing. After being ill, students should not return until they have been fever free or symptom for 24 hours. Students who appear to have potentially contagious conditions may be asked to take an excused visit to the doctor and return with documentation describing when it is appropriate to return to school.

St. Jude must make every effort to protect the confidentiality of students, which includes their medical and/or health condition. St. Jude will not make a practice of publicly advising the community about the fact that students may have contracted certain conditions, unless the Department of Health requires public reporting for the purposes of preventing an outbreak (such as bacterial meningitis or pandemic influenza). In the event that a student or faculty member contracts a serious communicable illness, the school will consult the Diocesan nurses' office and determine if and when it is appropriate to issue an advisory through the usual channels.

The school will use discretion and follow the directives of the Diocesan nurses' office in complying with all requirements for the management of head lice. This includes the understanding that a student should not return to the school environment until they have been nit free for a period of 24 hours, and that select school personnel may inspect student for the presence of lice. Parents who know their children have been treated for head lice have a responsibility to personally notify the parents of other students who may have been in contact.

Seclusion/Restraint Plan

St. Jude Catholic School believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. As an Indiana

accredited non-public school, state law requires that our school has a Seclusion and Restrain Plan. The purpose of the plan is to insure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint. A copy of this plan is available for review upon request.

Behavioral interventions must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

Emergency Information Card

Each student is to have emergency contact and medical information logged in Power School. The information will be used to generate a paper report to be reviewed and confirmed by signature at the beginning of the school year. All future copies of that report will then serve as equivalent to the original. If there is any change in contact information please notify the school office. Any medic alert information should be listed on the card. An emergency medical authorization statement will also be kept on file in the school and taken on all off campus trips.

Other physical conditions which may affect a child's classroom performance (hearing defect, etc.) should be called to the teacher's attention at the start of the year. Students with documented disabilities should be brought to the principal's attention for further discussion about the need to allow for any reasonable accommodations.

Crisis Management

Because we are concerned about the safety and well-being of our students, our school and the Diocese have prepared a Crisis Management Plan which addresses events which may threaten our students. During the school year, we will conduct drills for fire and severe weather as well as "manmade" drills (hostile intruder, hazardous spill, etc.). In addition, the plan provides for responding to crisis situations, such as identifying evacuation sites and providing support for students, parents and staff, including counseling services provided through school counselors or counselors on the staff at Catholic Charities.

Parents who wish to pick up their students for any reason during a time of crisis are asked to report to the principal or highest-ranking school official (assistant principal or secretary) to check the student out. We caution parents not to transport students from the premises during hazardous circumstances (such as a tornado) unless the external conditions are significantly safer than what can be provided within the school campus or evacuation site.

Field Trips

Field trips which help to supplement or enrich the curriculum are encouraged. Participation requires written permission from a parent or guardian. Parents may be asked to contribute a reasonable share of the total cost of such events. Field trip participation, no matter what the event or activity, is a privilege, not a right—and a student may be kept at school for reasons either academic or disciplinary. Field trip fees will be considered non-refundable, as the presumed participation of all students is used to compute an equitable cost that will cover the collective expenses of the trip. Students who opt out of a field trip at the parents' request may be required to pay the fee if financial obligations to the sponsoring organizations have already been made. The student will receive an unexcused day of absence. He or she may be asked to make up a reasonable alternative assignment which would have an effect on the student's grade for that subject.

Whenever possible and affordable, bus transportation will be preferred to parental transportation. For very small classes or local trips, parental drivers are allowed, given the following precautions: the driver is 25 years of age or older; has completed the 'safe environment' training and background checks; has proof of license and insurance (minimum liability coverage of \$100,000 advised; \$300,000 preferred); and will agree to the guidelines for field trip chaperones in the school's volunteer handbook.

Extracurricular events attended by St. Jude students such as athletic competitions, parent-organized outings, outside organizations (scouts, etc.), or any event not specifically prescribed by a permission form and defined by a curricular purpose do not qualify as field trips. Responsibility for transportation and student supervision at such events is outside the school's responsibility.

Athletic Programs

Students in Grades 5-8 are invited and encouraged to participate in the Athletic Program sponsored by the St. Jude Athletic Association. The Association offers such sports as Baseball, Basketball, Soccer, Football, and Wrestling for the boys. Volleyball, Softball, Basketball, Cheerleading and Track for the girls. St. Jude school is a participating member of the Inter-City Catholic League (ICCL). Eligibility requirements are described later in this handbook.

Birthdays, Gifts, and Cards

St. Jude's philosophy is to promote inclusion and mutual support. We find it contrary to that end when students distribute invitations or cards during school hours, in particular when those invitations do not include all the persons in a class or all the persons of the same gender. It is ALWAYS preferable that such invitations be mailed or email outside of the school campus. Students who do wish to distribute party invitations on school grounds must abide by the following terms: #1 – Invitations must include all members of the same class or all members of the same gender; #2-The teacher must be informed and given an opportunity to inspect the invitations , therefore they should not be sealed; #3- The contents of each invitation must be identical (except for the recipients' name and address); #4 – The teacher may determine the appropriate time to distribute, including after school.

Students sharing birthday snacks, Valentine cards, or other gifts to school for any occasion MUST offer the same or an equivalent item to all members of their class. Other than school sanctioned gift exchanges, students should not exchange individual gifts during school for birthdays, Christmas, or other reasons.

School and classroom wellness

In acknowledgment of our diocesan wellness policies, the following expectations will be in place:

ALL soda, pop, carbonated beverages (sugar or sugar-free), and “high energy” drinks will be prohibited from student purchase, consumption, or exchange during school hours (including classroom social events, mock “store” exchanges, lunch period, the aftercare program, and music rehearsals). This does not prohibit the individual consumption of soda during more general events such as church meetings, organizations, or evening activities.

Parties for special occasions can be arranged at the discretion of the teacher and approval of the principal. Students, parents, and teachers providing food for such parties should be mindful of Diocesan health and wellness guidelines:

- a. Please include a reasonable quantity of at least one healthful alternative (relatively low in fats and added sugar), as suggested below, and limit the proportion of candy, cakes, ice cream, etc.

Fresh fruit or vegetables!	Zoo Animal Crackers
Oreo Minis	Doritos Combo Pack
Baked Potato Chips	Jack Link's Beef Jerky
Salted Peanuts-Planters	Sunflower Seeds
Del Monte Lite Fruit Cups (Mixed and Peach)	Del Monte Lite Pear Halves
Nabisco Family Variety Pack	Rice Krispies Treats-Original
Nutri-Grain Cereal Bar (Apple-Cinnamon)	Rold Gold Pretzels
Chex Mix Traditional	Quaker Chewy Variety Pack
Pop Secret Popcorn 94% Fat Free	

- b. Please offer water, milk, or 100% natural fruit juice as an alternative beverage when soda or artificially sugared fruit juice is to be served in some form.
- c. DO NOT serve red or orange sodas or juices because they can stain carpet very easily if spilled.
- d. Please note the letter to ROOM PARENTS on the page that follows. All parents are asked to honor these guidelines. Teachers and/or room parents may choose to send home (rather than distribute) UNSOLICITED contributions to classroom events. (When sending birthday snacks, please be mindful of healthful alternatives).

Dear St. Jude Room Parent,

Thank you so much for volunteering to be a room parent for your child's class. The children really do love the few times a year you help make celebrations in their classroom a fun time. A room parent is usually asked to help plan a holiday party, help buy gifts for the needy at Christmas and sometimes the teacher may ask for help in planning a special activity. It is always best to check with the teacher to see when and if a party should be planned. There is no one framework to plan the party. Usually food is provided. Sometimes a craft, game or movie is added. Again, it is best to start with the teacher and see if he/she or the class has any expectations for the party. Please ask other parents in the room to contribute time, food or whatever may be needed. Other parents love to help out and this is not meant to be totally on your shoulders.

With all of the children's health in mind, we ask that you split up the food at the party in a balanced way. For example, one parent can bring a sweet like cupcakes, another something salty like pretzels or chips and salsa, another maybe a simple fruit or veggie like grapes or baby carrots with dip and finally another can bring a drink, such as juice pouches, water bottles, etc. Please no soda or brightly colored juice drinks.

A simple letter can be sent home to the parents to inform everyone what will be happening that day:

Dear Parents,

The first grade will be having their Halloween party on Tuesday, October 31 at 2:00. The following parents will be bringing:

Smith family- cupcakes	Taylor family- veggie tray
Jones family- chex mix	Harrison family- Juicy Juice drink pouches
Wright family- simple craft	

If you do not see your name on the list, we will contact you to contribute to one of the possible future parties such as Christmas or Valentine's Day. You are welcome to join the party.

If you have any questions, feel free to call me.

Thank you,
Jane Wright (111-1111)

Obviously, if a parent sends something not on the list we never turn it away, but maybe if you receive 3 trays of cupcakes they can pick one to eat at school and if it is possible they can take one home. Often parents send in candy. That would be an easy thing to send home and consume the unwrapped items at school. Again thank you for helping make the year so special for each child.

Sincerely,
The Home and School Association

Curriculum and Academics

Accreditation and Curriculum

St. Jude Catholic School is accredited by the State of Indiana and AdvancED. The school administration and staff collaborate to develop and maintain a process of continuous school improvement following AdvancED standards. [St. Jude has received Full Accreditation status as part of the Diocese Fort Wayne-South Bend System in 2016.](#)

St. Jude participates in the Notre Dame ACE Collaborative for Academic Excellence, a multi-year process leading to the development and implementation of K-12 curriculum and assessment outcomes in all subjects. The ACE curriculum references State of Indiana College and Career Readiness Standards. The ISTEP+ assessment, currently administered each spring, assesses students' mastery of standards in Language Arts (Grades 3-8), Mathematics (Grades 3-8), Science (Grades 4 & 6), and Social Studies (Grades 5 & 7). The NWEA examination will be used to provide ongoing monitoring of student achievement. NWEA reports provide valid and reliable information that can be used to analyze individual and collective student progress. Religion standards are reviewed and promulgated by the Bishop's office of the Diocese of Ft. Wayne-South Bend. The Assessment of Catechesis and Religious Education (ACRE), administered each spring in Grades 5 and 8, evaluates each student's knowledge and attitudes about their Catholic faith and education.

St. Jude uses Power School, a Diocesan-owned and managed student information system. Beginning in 2016-17 the Canvas learning management system will be made available on a pilot basis for Grades 4-8 as a tool to promote online collaboration and sharing of educational resources.

Core subjects (Grades 5, 6, 7 & 8 are departmentalized in English, Math, Science and Social Studies):

Religion, Reading/Literature, Language Arts (includes grammar/phonics in primary grades, spelling, vocabulary, and writing), Handwriting, Mathematics (8th Grade Algebra by invitation), Science, and Social Studies.

Specialty offerings

All students will receive special instruction in Technology, Art, Music, Physical Ed./Health, and Spanish. Students in grades 5-8 must choose to participate in one or more fine arts electives (subject to change), from among the following: Liturgical Choir, Musical Explorations, Art & Technology, and Art Studio. Elective offerings may be changed without notice, depending on the personnel available and level of interest from students. St. Jude offers Band as an independent co-curricular elective for Grades 4-8.

Library

The library period for Grades K-4 will serve as an extension of their Language Arts instruction. The classroom teacher and library instructor may collaborate for a variety of projects. For grades 5-8, students will have periodic opportunities to visit the library to check out books or conduct directed research. Teachers may choose to require that students keep a book of reasonable difficulty in their possession at all times.

Safe Environment Education

One of the consequences of the Church's abuse scandals has been the adoption of the "Charter for the Protection of Children and Young Persons" by the U.S. Bishops in 2003. The Diocese of Ft. Wayne-South Bend acknowledges the terms of this agreement. This document has led to our adoption of mandatory background checks and training programs for school staff and volunteers. Another step that we are instructed to take annually includes the presentation of a safe environment program:

ARTICLE 12: Dioceses/eparchies will establish "safe environment" programs. They will cooperate with parents, civil authorities, educators, and community organizations to provide education and training for children, youth, parents, ministers, educators, and others about ways to make and maintain a safe environment for children...

As a school, we will fulfill this obligation by teaching from the safe environment “scripts” for grades K-5 and other specific lesson materials for grades 6-8. These materials have been prepared and approved by our Diocesan Office of Catechesis and can be viewed at the diocesan website: www.diocesefwsb.org/safe-environment-education. We must offer the ability for families to “opt out” of such presentations, as they may address topics that include awareness of personal boundaries, good and bad touch, appropriate relationships with adults, and (for 7/8th grade students) the signs and consequences of sexual abuse.

By signing this handbook, you do consent to and approve the education of your child in any of the above topics. If you have serious concerns or wish to opt out of this program, please request a copy of the Diocesan opt-out form. In that statement, parents must certify that they will provide this education for their child in the home.

All volunteers with the school, including those involved in coaching or school-related organizations must have completed the school’s process for safe environment education and background screening prior to beginning their ministry. **Any adult who is charged with working with students has “reason to believe” that a child has been abused is legally obligated to report to Child Protective Services.** If such a report is made by a staff or volunteer as part of their duties with the school, he or she must also inform the principal that such a report was made.

DARE/Human Development/Chastity Education

In addition to safe environment programs mandated by the Diocese, our teaching faculty, or representatives of other community organizations, may provide seminars throughout the year on topics such as physical/sexual abuse, eating disorders, relationships, internet safety, or various topics that are important to students’ physical, emotional, or spiritual well-being. These sessions will raise student awareness and to provide an understanding of a healthy lifestyle and of Catholic teachings concerning the human body. For example, 5th grade students have traditionally participated in Drug Abuse Resistance Education or DARE.

Students in grades 5-8 will participate in a program about human development, including puberty and sexual maturation, presented by the Healthworks Museum in South Bend. This program has the full approval of the Diocese. Any student participation in this program will be preceded with an opportunity for parents to receive further information and to consult with Healthworks staff ahead of the student trip.

Beginning in 2016-17 students in 7th Grade will be educated about Theology of the Body using a curriculum specifically developed and reviewed by the Bishop’s office of the Diocese Fort Wayne-South Bend. It is designed to promote understanding of the meaning and value of the human body in relationship to scripture, God, and other persons. Some lessons will include explicit discussions about human sexuality and the importance of chastity in all vocations. It will likely be presented in close succession with the Healthworks program and with a similar opportunity for parental conversation and participation. Further information will be shared with parents.

Sacramental Preparation

Students receive preparation for First Communion in 2nd Grade. Students receive Confirmation preparation in 7th grade. Students who are seeking to become Baptized members of the Roman Catholic Church may contact the parish Director of Faith Formation about receiving the Rite of Christian Initiation for Children/Adults. St. Jude encourages non-Catholic to inquire about joining the parish community.

Gifted Opportunities

Beginning in 4th grade, students may be eligible to join the Gifted Opportunities (G.O.) Program at St. Jude. Students are invited into GO after careful examination of a variety of factors: ISTEP scores, teacher recommendations, grade history, and flexible reasoning activities. None of these factors alone is enough to admit a student to the program. It is only after the careful consideration and a strong showing on behalf of all factors that the GO moderators and principal make the final decision to invite students to join.. New students may be evaluated annually through 8th grade. Students who join GO take part in weekly sessions that train them to participate in Quiz Bowl and Future Problem Solvers of America and other activities.

Student Interventions and Special Education Services

St. Jude has developed a variety of interventions for students with exceptional needs. The first step is to meet with the teacher and to discuss potential challenges, causes, and solutions. [The teacher or parent may request to create a Strategic Intervention Plan \(SIT\) to support a child in developing more effective study habits.](#) Some students may benefit from participation in the school's SCHOOL_MATES mentoring program. The Title I program has the ability to provide tutoring options to some students who reside within a South Bend Community School Corporation (SBCSC) Title I school boundary. If these avenues are not sufficient or available, St. Jude's response-to-intervention process seeks to identify and provide increasing intensity of instruction for students needing additional support. This and other documentation of below-grade-level achievement may lead to a referral for evaluation by SBCSC Special Education services. [Additionally, any documented medical condition that is suspected of interfering with a student's ability to learn in the general education environment that is not eligible to be supported through Special Education services may reviewed for consideration under a Catholic Accommodation Plan \(CAP\).](#)

St. Jude is offers a range of resources funded by SBCSC Special Education for students with a qualifying disability by way of an individualized service plan (ISP). Additional support for struggling students is available from the school's resource team. St. Jude recognizes that it may not be able to fully meet every student's educational needs. Decisions regarding student placement and possible services within our outside the school will be made in consultation with the parents, general education teacher, special education consultants, and the principal.

School Improvement Plan

St. Jude is required to maintain a School Improvement plan with goals and interventions relating to areas where data show that student achievement is lagging. [St. Jude is reviewing data to update its improvement plan for 2016-17.](#)

Homework

Homework assignments may be given as deemed necessary by individual teachers. Students often begin their assignments under teacher supervision. One of the most important objectives of education is to teach a child how to study. If a student is absent, make up assignments may be obtained from the teacher.

A reasonable time for completing homework depends on the grade. It may range from 15-60 minutes for grades K-4 and anywhere from 30-75 minutes for grades 5-8. Additional time may be required for projects that extend longer than one week from the time assigned to the time due (ex.-science fair).

Parents who are concerned that their children are spending excessive homework time on a nightly basis are encouraged to bring the problem to the attention of the homeroom teacher for a discussion about why the work seems to exceed the expected time frame.

St. Jude Catholic School will provide planners for students in Grades 2-8. Teachers are expected to utilize their webpage to communicate directly with parents about homework expectations. Nonetheless, it remains primarily the student's responsibility to record assignments and test information in his/her planner.

Report Cards, Grade Scale, and Parental Access to Records

St. Jude operates on a trimester long reporting cycle. There will be 3 trimesters averaging 60 days each. Report cards showing a student's progress are issued at the end of each trimester. Power School is the database that will contain official student grade histories. Only the final report card of the year—signed by the teacher, containing grades from all 3 trimesters, and filed in the cumulative folder—will be considered an official copy of the Power School record. Teachers of grades K-3 use standard based reporting. Rather than an A, B, C... marking that is based on a percentage of correct work, the standard based system indicates whether a student has met certain objective criteria, as determined by the school's curriculum and State of Indiana standards. Teachers assess and document whether a child is exceeding the standard, meeting the standard, or developing in the standard.

St. Jude Grades 4-8 will use following grade scale for all subjects, which is consistent with that used at Marian High School. GPA points awarded for each letter grade will remain the same.

A+ 97-100 (4.0)	B+ 87-89 (3.4)	C+ 77-79 (2.4)	D+ 67-69 (1.4)	F 0-59 (0.0)
A 93-97 (4.0)	B 83-86 (3.0)	C 73-76 (2.0)	D 63-66 (1.0)	
A- 90-92 (3.7)	B- 80-82 (2.7)	C- 70-72 (1.7)	D- 60-62 (0.7)	

Any natural parent/guardian/individual acting as a parent in the absence of a parent/guardian of a student of a diocesan school, or a student who has reached eighteen (18) years of age or is attending an institution of post-secondary education has the following rights, (unless the school has been provided with evidence that there is a court order, State statute, or legally-binding document that specifically revokes these rights):

- A. Inspect and review the student's education records;
- B. Request the amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
- C. Consent to disclosure of personally-identifiable information contained in the student's education records, except to the extent that the ***Family Educational Rights and Privacy Act*** and the regulations authorized disclosure without consent;
- D. File with the U.S. Department of Education in complaint under 34 C.F.R. 99.64 concerning alleged failure by the agency or institution to comply with the requirements of the Act and this part; and
- E. Obtain or review a copy of the diocesan policy "P4170: Access to Official Student Records" and "Procedure for Access to Student's Records."

Honor Roll and Awards

Grade point averages will be tracked in grades 5-8 solely for the purpose of determining status for Honor Roll, Improvement Award, Academic Achievement Award, and 8th Grade Scholar Athletes. The following subjects will count for one full GPA weighted point: religion, literature, language arts, mathematics, science, and social studies. Computer, music, art, and P.E. will NOT contribute to the GPA calculation. Assessments in specialty subjects WILL count toward honor roll status. Achievement for all 3 trimesters will average to obtain the year-end GPA.

An **Honor Roll** will be recognized at the end of each trimester in grades 5-8 for students who achieve an average of 3.85 or higher, no grade less than a B (Academic Achievement), and for an average of 3.0 – 3.84 (Academic Honors), no grade less than a C. Students who maintain an average of 3.85 for the year shall receive an **Academic Achievement Award**, which has traditionally been acknowledged with a 'chevron' patch at year's end.

An **Improvement Award** will be presented to any student whose overall GPA increases by at least 0.30 points over one or two successive trimesters. Some accommodations may be made for a lesser amount of improvement, based on the recommendation of a teacher or principal. Any student may receive one or more improvement awards regardless of previous or current GPA achievement, given the criteria are met.

Graduating 8th grade students may be recognized as part of the honorary **St Jude Academic Team** for participating on at least 2 different St. Jude-sponsored athletic teams during their 8th grade year and earned a cumulative GPA of 3.70 – 4.0, inclusive of the 3rd trimester, at a date determined by the teacher and administration. **St. Jude Scholar Athletes** will be members of the academic team who have earned a cumulative GPA of 3.90 – 4.00.

Progress Reports

St. Jude does not currently issue paper progress reports. Parents of Grades 4-8 may view their child's current progress online through the Power School website or mobile app. Instructions for accessing the child's account are provided early in the school year and upon request. Students who may be ineligible for extracurricular participation during designated reporting periods may receive a paper copy of the paper progress report.

Parent - Teacher Conferences

Parent-Teacher Conferences are schedule at least once each year, generally after the first trimester. During this time, each parent meets each student's teacher to discuss the academic progress of the child. Parents are encouraged and most welcome to contact a teacher whenever they feel such a conference is necessary. It is highly recommended that these conferences be made by appointment to be sure the teacher can spend the time required. Teachers can be contacted to set up an appointment in their classrooms before or after school, by e-mail, by phone (leaving a message to return a call), or sending a note with the child.

Placement outcomes: promotion and retention

Promotion to the next grade level is a privilege granted to students who have been able to conduct grade-level work. Evidence of promotion will include grades (standard-based or letter-based), ISTEP scores, and other standardized or local assessments used to monitor the child's progress. The student's age and the effect of documented learning disabilities should also be taken into account as mitigating factors. Whenever possible the decision about grade placement is intended to be a process of mutual agreement between the teacher and parents, supported by valid academic progress data. If the school wishes to pursue formal retention, a conference will be initiated prior to the 91st day of school to inform that retention is a possible outcome. Parents, teachers, and administrators should discuss all realistic options, including testing for learning needs and summer remediation, before making a final decision in the child's best interest. If it is not possible for the teacher, administration, and parents to reach agreement about grade placement, the student may be released from enrollment at the end of that academic year. The principal has the final decision about student placement. (See also the "Probationary Status" policy.)

Power School Access

Power School remote access (electronic access, web access, etc.) information will only be provided in person from the school office to the parent or legal guardian. The terms of usage are as follows:

1. Once parents have received written information concerning the login process to their child(ren)'s account, their use of an email address, login name, and password to access that account will be the sole responsibility of the parent.
2. Teachers will do their best to enter assignments and tests on a regular basis. A reasonable time frame may be about one week after the assignment is submitted. A longer period of time may be expected for more detailed or lengthy projects and assignments. Late work will not necessarily be entered into Power School the day it is returned. The online grade book is not an official grade, nor does it display overall category weighting.
3. By accepting access to the online account, the parent agrees to waive any midterm progress reports received on paper from the school, except for students with grades lower than a C-. Report cards will still be issued on paper.
4. The internet always carries some security risks. The Diocese provides the best physical and electronic security it can to protect student data. While parental access in and of itself does not change data security, the loss or sharing your account or password information is the most likely way that a 3rd party would be able to view your child's data. Please protect this information and inform the school immediately to have your password reset.
5. We do not recommend that parents allow children into Power School accounts without supervision. Anyone who uses the account will have the ability to email directly with the teacher using the parent's email account as a sender. Please be advised of that configuration. If possible student access accounts will be created instead.

POLICIES PARTICULAR TO GRADES 5-8

Testing policy

- This policy only covers “summative” tests, or those which would be given at the end of a chapter or unit. Quizzes, projects, and alternative assessments may follow the teacher’s own policies.
- Summative tests will be preceded by at least three school days’ notice, depending on the length or amount of material covered by the assessment. Proper notice shall be announced in the classroom and on the teacher’s webpage. It is the student’s responsibility to know and communicate test dates with their parents.
- Tests should be preceded with some form of preparatory activity or study guide (a spelling or vocabulary list, an active study guide that students complete, a passive study guide with a list of topics, a chapter review, etc.)
- There is no provision for “retake” tests or test “corrections” that will result in an improvement of an assessment grade. It is important to emphasize to students that only through efforts in a combination of classroom activities, homework, and consistent test preparation can they achieve a desirable grade outcome.
- Providing “extra credit” work for the purposes of improving a grade is not an acceptable educational practice. Teachers may choose to offer problems or questions of an “extension” or “challenge” level at their discretion.

Late assignments and makeup work

LATE WORK POLICY: Daily and short-term assignments returned after the due date will receive a 20% deduction for each day late. Late/missing assignments will receive a zero after 5 days. Long-term assignments and projects carrying the equivalent of a test score may receive partial credit based on factors in addition to lateness.

EXCUSED ABSENCE or SUSPENSION: Homework or classwork issued the day of or the day prior to the period of an excused absence may be granted a one-day extension for EACH day missed, after which the assignment will be subject to a late-work deduction. Tests or quizzes announced the day of or the day prior to the student’s excused absence and administered the day of or day immediately following the student’s absence may receive one day of additional preparation if requested to the teacher in writing (including email) prior to 8:00 the morning on which the student returns. Otherwise previously posted projects or tests shall be due the day the student returns to class. Exceptions to this policy may be arranged by the teacher for absences longer than 3 consecutive days with approval from the principal. Documentation of absence must comply with school policy and be confirmed by the office.

UNEXCUSED ABSENCE: Students should not presume to receive work ahead of an unexcused absence, such as a family vacation. Homework or classwork assigned prior to or during an unexcused absence will be due the date of the student’s return to class subject to a late-work deduction each day thereafter. Tests will be taken the day the student returns to school regardless of when announced.

ZAP/STUDY HALL: ZAP stands for “zeroes aren’t permitted.” Students with missing assignments, who have at least one grade below a C- in any subject may be REQUIRED to attend the ZAP study hall period. This will generally fall on Fridays. Due to curriculum requirements, ZAP may not be offered for the 2016-17 school year.

Academic Integrity

For the purposes of teaching students that integrity is both a moral and ethical imperative, the following actions will be considered forms of academic dishonesty subject to the disciplinary code: copying of class or home assignments (note: *copying* vs. permissible collaboration); plagiarism (word for word use/paraphrasing of another author or source without acknowledgment or citation); impersonation (performing a test, assignment, or activity on behalf of another individual in place of that person’s efforts); cheating-any form of unauthorized access to questions or answers for a test or assignment that is not permitted (or reasonably assumed to be permitted) by the teacher; and misrepresenting one’s contribution to a collaborative project to which he or she is assigned. This is not an exhaustive description of situations that may compromise the integrity of a student’s work. Suspected situations will be brought to the attention of the principal and final ruling will be made in consultation with the teacher of that subject.

Policy for Eligibility to Participate in Extracurricular Activities

I. Purpose

It is the purpose of these guidelines to establish a minimum standard for student academic achievement in order to participate in extracurricular activities sponsored by organizations affiliated with St. Jude Catholic School or Parish, that operate within the physical premises of St. Jude Catholic School, or off-campus activities contingent on students' membership at St. Jude Catholic School. They include (but are not limited to) student participation in voluntary events such as school athletics, quiz bowl, or Young Vincentians. They do not include curricular activities that originate during the school day or require universal participation beyond the school day (such as required fine arts concerts or musicals). They do not include activities that students participate in by way of organizations that have external or partial affiliation with the school (such as Cub Scouts/4H). School administration shall have the final judgment on whether an activity or organization falls under this policy.

The school mission reads: *St. Jude Catholic School is committed to helping our students develop their spiritual, social, and academic potential for success as lifelong learners.* All forms of in and out of school extracurricular participation are seen as a continuation of the school's mission. It is important to acknowledge that such participation is a privilege, contingent upon the contributions and hard work of many, many volunteers, as well as the responsibility of students to provide for their own learning and academic success with the necessary support from teachers and parents. It is with this understanding that these guidelines are set forth.

II. Eligibility

- A. This policy applies to students in grades 5-8. PK-4 students will not be included as part of the eligibility policies, even if they participate in such organizations or receive warnings about their status.
- B. A student will be eligible to participate in extracurricular activities by maintaining a GPA equal to or greater than 3.0 OR grades of C- or better in graded academic subjects.
- C. A student will become **ineligible**, and subject to sanctions, if he or she earns at least two grades lower than a C- with a current GPA less than 3.0 OR any one F.
- D. Accommodations to the eligibility policy due to a disability or medical condition that affect a student's academic performance will be honored, but must be specified within a documented learning plan.
- E. Warnings and Sanctions

Warning: Warning letters will be processed within 10 school days prior to the date of scheduled progress reports.

Prior to the date that progress reports are issued, there will be NO SANCTIONS for holding ineligible grades. Warnings will be sent to any student who has at least one grade lower than a C-. Failure to receive or acknowledge a WARNING does NOT exempt a student from sanction. There is no implicit or explicit assurance that a student on WARNING will have an opportunity to improve grades to a passing level prior to the next sanction period.

1st sanction: The first sanction will be issued on or shortly after the date of the progress report.

If a student is or becomes ineligible on the date of the 1st sanction, he or she will automatically miss the next scheduled public event—in other words, one public competition or performance—for each organization. Students will miss the next scheduled meeting or activity of a non-competitive extracurricular organization. (Note, students may personally attend a competitive or performance event for which they are ineligible, but should not 'dress' for the occasion.)

In addition to missing the next scheduled performance, competition, or meeting, the student may not attend ANY ongoing practices, events, competitions, or meetings of that organization until the following tasks are completed:

- a. The student must have zero (0) missing/incomplete assignments (excused or unexcused), test corrections, or unfinished tests as of the day that reinstatement is requested.
- b. The student must consult with the teacher(s) for whom the grade is low and document steps that can be taken to improve that grade, and the student teacher(s) must sign off on that plan.
- c. The sanction notification letter must be signed by a parent and returned to the school office.

If the above criteria have been met, the student may receive a temporary reinstatement and resume full participation, but must still miss the first scheduled meeting or competitive event following the sanction.

2nd sanction: The second sanction will be issued within 20 school days following the first sanction.

If a student is or becomes ineligible on the date of the 2nd sanction, he or she will automatically miss the next scheduled public event—in other words, one public competition, performance, or meeting—for each organization. He or she will miss all further practices, competitions, meetings, or sessions of all extracurricular activities until the end of the trimester, unless reinstated.

Follow-up sanctions: Follow-up warnings and sanctions will be issued each week following the 2nd sanction until the end of that trimester.

Students who were eligible at the time of the 2nd sanction but have since become ineligible will also be issued a notice of ineligibility for ALL participation until the end of the trimester, unless reinstated.

Disciplinary sanctions: Students may lose eligibility for certain cases relating to behavioral consequences.

A student who receives an after school detention or Saturday detention for disciplinary (i.e.-non-academic) reasons, will become ineligible for their next scheduled public event—one competition, performance, or meeting—for each extracurricular activity—as if it were a 1st sanction. A student who receives a suspension (in or out of school) becomes ineligible for any extracurricular participation until the day FOLLOWING the completion of their suspension, including having to miss the next scheduled public event, competition, performance, or meeting, even if it occurs after the end of the suspension period.

Attendance prohibition: Any student who is excused due to illness or unexcused for any portion of the day shall not be allowed to participate in any organizational meeting, practice, and/or competition that same day. Multiple instances of unexcused and/or undocumented absences may result in the suspension of extracurricular privileges until the principal determines that regular attendance has been reestablished.

F. REINSTATEMENT

A student may attain reinstatement at any time, within the reasonable period defined for teachers to correct work and enter grades. A student will be considered fully reinstated after returning all signed sanction forms and completing the necessary make-up work so that all subjects are brought to a level that constitutes eligibility. If a student believes that he or she has attained eligible status, he or she may request a notice of reinstatement from the office. Reinstatements cannot ‘undo’ the automatic consequences incurred from a 1st or 2nd sanction, including the forfeiture of a performance or competition. A reinstatement will immediately end the consequence of a 2nd sanction, but the student may still be subject to follow-up sanctions if his or her eligibility relapses.

G. TIMING OF SANCTIONS and REINSTATEMENT

Sanctions and reinstatements take effect on the day that they are issued and apply to the next scheduled event, even if that event is on the same day of issuance. This policy provides no explicit coordination between extracurricular activity schedules and the timing of sanctions. Therefore NO ALLOWANCES or accommodations will be made because of events that are cancelled, postponed, or rescheduled.

III. Responsibilities of the administration, teachers, students, and parents

A. With the enabling of Power School parent access, it is the parent's responsibility to monitor their child's grade during the first part of the semester and the interim periods between sanction notices. Paper progress reports will be issued alongside warnings and sanction notices for families that have NOT elected to take Power School internet access.

B. The administration or a faculty designee will be responsible for processing, printing, and following-up with the issuing of warnings, sanctions, and reinstatements. The administrative coordinator will issue a list of ineligible or warning-level students to grade 5-8 teachers, known organization moderators, and the athletic association, which may determine the best means of distributing sharing that list with relevant parties. The only information given to non-faculty personnel with respect to ineligible student status will be the students' names, grade levels, and level of sanction. No information about the particular subjects or earned grades will be included.

C. It is the teacher's responsibility to communicate all course expectations, instructions, and to allow reasonable in-class and out-of-class time for students to complete work. Teachers will follow written grading policies allowing students to complete missing work, with appropriate deductions for lateness.

D. After being issued a notice of warning, sanction, or reinstatement, it is the student's responsibility to notify their parents as well as all applicable organization moderators or coaches. Any student found to have ignored a sanction after being notified will be held accountable. As a matter of principle, moderators and coaches will be informed as soon as possible whether a student is eligible to participate or not and when a student is reinstated. The student is responsible for completing all the required steps to obtain reinstatement.

E. It is not the intent of this plan to hurt the quality of the organizations, performances, and teams that may be affected by this policy. In general, it is in the best interest of the teachers, students, parents, and moderators/coaches to confront the student discreetly, but directly when a warning is issued in order to resolve the issue as quickly as possible. If the student understands that correcting poor academic performance is the first priority—that this expectation is a sentiment echoed by all stakeholders—and is able to address the problem quickly, it is hoped that few if any sanctions will ever need to be issued.

At the same time, extracurricular organizations should have contingencies in place for events when one or more students may be required to miss a competition or performance, especially during the period ranging from the time of progress reports until the end of the trimester. Planning for healthy, but not excessive group sizes may be an important part of this process. It is the school's sincerest hope that this policy will affect our students' academic growth in a positive way, while continuing to allow the active and successful operation of other extracurricular activities that are a necessary extension of the school's mission.

IV. Appeals

A. Concerns about particular grades should be referred to the teacher of that subject. Concerns about the timing or application of sanctions should be addressed to the administrative designee. Grades found to be incorrect due to an error may result in the immediate lifting of a sanction—if the corrected grades in fact permit eligibility.

B. The student or parents may request a consultation with the principal, but only after providing confirmation or documentation of meeting with the teacher or designee.

C. The principal may hear concerns, but may also request that the teacher or other parties with information about the situation attend any discussions that lead to a final decision.

D. Decisions made by the administration will be final.

E. Discussion and consultation with extracurricular moderators, the Athletic Board president, Athletic Director, or coaches may occur in order to resolve and ensure proper administration of procedures of the policy or follow-through with warnings and sanctions. Student grade issues will not be discussed beyond the parents and teachers.

Play Like a Champion

Statement of Philosophy:

NOTE: *The St. Jude Athletic Board is solely responsible for the implementation of Play Like a Champion principles and guidelines. All questions, concerns, or grievances concerning the implementation of topics covered under this statement should be directed to the president of the athletic board.*

The St. Jude Athletic Association and School Board and hereby adopt this mutual statement of support and endorsement of the *Play Like A Champion*® philosophy for school athletics. Namely, that the proper role of middle school athletics should be to promote the physical, mental, and spiritual nourishment of the whole person; that athletes shall engage in the discipline of practice and competition in order to build a positive personal image and individual character traits, to promote positive social interaction with peers, to learn more about the fundamental skills of their sport, and most of all, to enjoy the thrill of intense physical activity for its own sake. The competitive drive is a necessary and natural outcome of the process of physical and mental discipline. A winning attitude will result as the natural by-product of a developmental process that places the interest and well-being of the student-athlete first, and allows for a healthy competitive spirit to emerge from an approach in which all members of the team participate and learn together in a process of mutual support and trust.

To this end, we present the following expectations for all parties engaging in the process of athletics at St. Jude Catholic School. It is our understanding that all who choose to accept these roles will abide by the overarching guidelines stated herein:

Coaches

The fundamental role of the coach is that of minister and teacher. The coach recognizes every student as a child of God who is to be nurtured spiritual as well as physically. The coach shall make every effort to see that all members of the team are honored and respected as they engage in the process of competitive development. Specifically, coaches agree to...

- Integrate prayer into practices and competitions as a way of focusing the endeavor on the spiritual nourishment and character development of the student athlete.
- Ensure that every member of the team receives equitable guidance and participation in team practices, meetings, activities, drills, and scrimmages.
- Ensure that every member of the team receives meaningful time in competition, in equal measure at the 5th/6th grade level, and at a specified minimum level in 7th/8th grade.
- Will monitor the peer-level interactions of team members to ensure that students are conducting themselves in a respectful and supportive manner, and to intervene promptly if individual members engage in negative behaviors toward their peers.
- Will model positive and complimentary words toward members of the team and its competitors, and will avoid speaking in a profane, crude, or disparaging manner toward or about members of the team or its opponents.
- Will, if necessary, make respectful appeals or request explanations from game officials to clarify decisions that are made in the course of competition; but will in no form speak disrespectfully to, about, or publicly question or criticize calls that are made by the officiating crew once competition has resumed or come to an end.

Athletes

- Will engage in athletic preparation and competition with the mindset that physical health is a gift from God and that one's physical talents, however great or modest, require a healthy attitude and respect and care for one's body as well as a constant positive effort.
- Will acknowledge the primary importance of their academic learning—agreeing to and taking responsibility for the school's policy on extracurricular participation.
- Will conduct themselves in a positive and respectful manner at all times toward their coach and teammates, even in the role of sideline observer. They will obey their coaches and give their best physical and mental effort in meetings, activities, drills, scrimmages, and games.

- Will abide by the rules of the school and at all times conduct themselves in a positive and supportive manner toward their teammates. They will not engage in language or behavior that belittles, criticizes, or undermines the efforts of their teammates.
- Will speak in a positive or complimentary manner toward their opponents in competition. They will not engage in disrespectful or distracting activities that would humiliate or unfairly disrupt the efforts of their opponents. They will not engage in any unsportsmanlike conduct toward their opponents. They will in no way or form speak disrespectfully toward game officials or question their judgments.

Parents

- Will help communicate to student-athletes the proper role of athletic participation as the development of their spiritual, mental, and physical gifts from God.
- Will ensure that students arrive at practices and competitions on time and in fully healthy condition to perform. They will likewise be available to depart the activity promptly upon its timely conclusion.
- Will accept the coach's role as the temporary educator and minister to the child, and will not publicly question the techniques or decisions applied by the coach, so long as they appear safe and absent of physical or psychological harm to the child.
- Will redress concerns or problems through proper channels—the head coach first, then the coaches' president, the athletic director, the board, and if necessary, the principal. They agree that signs of physical or emotional abuse shall be reported directly to the principal.
- Will speak in a positive or complimentary manner toward their children's opponents in competition. They will not engage in disrespectful or distracting activities that would humiliate or unfairly disrupt the efforts of their opponents. They will in no way or form speak disrespectfully toward game officials or question their judgments.
- Will allow their children to offer their own personal evaluations of their competitive efforts as form of dialogue with the parent and coach; rather than criticizing particular points of perceived failure in competition as the result of lack of effort, ability, or character. They agree to allow the coach to be the primary evaluator of student technique and effort.

Athletic Board and School Administration

- Will provide regular opportunities for the training of coaches, parents, and students about the *Play Like a Champion* program, especially for those at the 4th/5th grade level who are new to St. Jude athletic programs and not yet fully oriented to its expectations.
- Will expect all coaches to sign-off on this statement and agree to its terms before being assigned a team. The principal will be given the opportunity to interview and/or comment on any coach prior to their assignment to a team, for each sport and level.
- Will establish a meaningful and consistent process by which to gather information about coaches' adherence to the expectations of the PLAC program, and provide structured post-season feedback as to how the coach will be expected to improve before taking on any future coaching assignment.
- Will directly address documented or suspected concerns about a coach's willingness to apply the PLAC and will inform a coach that he or she will not be welcomed back if it has been established that they refuse to meet the expectations of the program.

Dress Code (K-8)

GENERAL PRINCIPLES

Students who do not meet conditions of the dress code may be returned home to dress properly or issued a lunch detention. Unauthorized articles such as sweatshirts or fleeces may be confiscated until the end of the day.

Teachers and administrators have the right to ask students to change, remove clothing, or issue other appropriate consequences based on an item's overall effect on the learning environment for reasons including (but not limited to) excessive or flashy make-up and jewelry, writing on one's skin, articles that may pose a hazard (such as dangling earrings or neckwear – boys and girls!), and general modesty of appearance. Teachers and administrators may exercise appropriate discretion in applying all dress code standards.

ITEM	BOYS	GIRLS	RESTRICTIONS
Shirts/blouses	<p><u>White</u> with collar; long or short sleeves; oxford, golf style or turtle necks and mock turtle necks.</p> <p><u>Green polo shirts</u> bearing the St. Jude name and insignia will be acceptable as dress code. These shirts will be provided for purchase from the office.</p> <p>Only the top two buttons may be unbuttoned.</p> <p>All shirts must be tucked in at all times.</p>	SAME AS BOYS	<p>NO other colors or styles.</p> <p>Green shirts may <u>not</u> be purchased from other vendors.</p>
Sweaters	<p><u>Navy blue</u> only!</p> <p>Any type: long or short sleeve or V-neck, cardigan, crew neck, or vest.</p> <p>Uniform shirts must be worn beneath.</p>	SAME AS BOYS	NO other colors or styles.
Sweatshirts	The St. Jude embroidered sweatshirt or St. Jude embroidered fleece may be worn.	SAME AS BOYS	No other color or form of fleece, sweatshirt, or hooded sweatshirt is acceptable.
Undershirts	A <u>solid white long-sleeved shirt</u> may be worn beneath a short sleeved polo.	SAME AS BOYS	Printed or colored undershirts may not appear visibly through any portion of the dress code shirt.

ITEM	BOYS	GIRLS	RESTRICTIONS
<p>Pants/slacks</p>	<p>Navy blue or <u>khaki dress</u> twill or corduroy. Must come to the natural waist. <u>Corduroy must be of dress style</u>, not 'jean' style.</p> <p>We <i>strongly encourage</i> families to purchase from the St. Jude order form.</p>	<p>SAME AS BOYS</p>	<p>NO denim material or 'cargo-style.'</p> <p>NO elaborate double stitching, exterior pockets (outside flaps OK), or visible leather patches or rivets. May not be excessively thin, clingy, tight, or low cut.</p>
<p>Shorts</p> <p><i>The school may restrict the wearing of shorts, skirts, jumpers, and dresses due to changing weather after the date of October 31 in a given year and prior to the date of April 1.</i></p>	<p>Navy blue or khaki twill dress or corduroy longer than 2 inches past the hands extended at sides.</p>	<p>May wear <u>capris/skorts</u>, as long as they match color and styling of regular shorts or slacks.</p>	<p>Same restrictions as pants.</p>
<p>Jumpers/skirts/</p> <p><i>The school may restrict the wearing of shorts, skirts, jumpers, and dresses due to changing weather after the date of October 31 in a given year and prior to the date of April 1.</i></p>	<p>N/A</p>	<p>Grades K-8 Navy blue, khaki or uniform plaid (plaid must be from Schoolbelles catalogue).</p> <p>Skirts and shorts must be two (2) inches longer than hands extended at sides.</p>	
<p>Belts</p>	<p>Not required, but may wear any style that is reasonable and appropriate.</p>	<p>SAME AS BOYS</p>	
<p>Shoes</p> <p><i>(Students should bring a clean set of athletic-soled shoes for use in <u>Physical Education</u>.</i></p> <p><i>It is preferable to bring in a separate set of shoes in addition to the student's school shoes in order to maintain a clean gym.)</i></p>	<p>Any athletic or dress shoe that has a firm sole (3/8" or more), is closed around the toes and heel, and is of a modest color pattern</p> <p>Black, brown, and white are preferred tones.</p>	<p>SAME AS BOYS</p>	<p>NO color pattern that is deemed excessive or gaudy.</p> <p>NO sandals or open toes/heels; wheeled shoes or "Heelys"; form-molded shoes or "Crocs"; moccasins or boots</p>
<p>Socks/leggings</p>	<p>Socks must be of a solid, plain color.</p> <p>Shoes and socks or nylons <u>must visible above the shoe</u> and worn at all times, both in school and on the playground.</p>	<p>SAME AS BOYS</p> <p>Leggings, such as tights, must be solid black, white, or navy blue.</p>	<p>Certain exceptions may be made for Physical Education.</p>

ITEM	BOYS	GIRLS	RESTRICTIONS
Hair	Must be well groomed and remain off the eyebrows, ears, and shirt collar (when extended to full length with the head held level; no pony tails.)	Must be well groomed and away from the face/eyes.	May not be artificially dyed to a non-natural color tone. Patterns, words, or symbols may not be sculpted into the hair. No mohawks or partial shaves.
Scented sprays, Makeup, Jewelry, Neckwear	<p>One chain or medal permissible if appropriate and worn partly beneath collar.</p> <p>One ring per hand.</p> <p>Watches/armbands limited to one such item per arm.</p> <p>No make-up allowed.</p> <p>Rolled deodorant only may be applied in a restroom or changing area.</p>	<p>Subtle make up may be worn by girls in 7th & 8th grades applied only at home.</p> <p>Ear piercings only. One non-dangling earring per ear only.</p> <p>One visible pendant, medal, or necklace only.</p> <p>One ring per hand.</p> <p>Watches, bracelets, and armbands limited to one such item per arm.</p>	<p>NO piercings or earrings for boys.</p> <p>NO visible tattoos (permanent or temporary); visible ink or writing on one's skin (students may be asked to wash).</p> <p>NO body spray or perfume allowed at school. Any home application may not cause undue discomfort to others according to the judgment of a like-gendered teacher.</p>
Dress Up Day	Dress up days are reserved for special occasions, the underlying principle that students should dress as well or NICER (i.e.-more formally) than the dress code.	<p>Students may dress "above" dress code, indicating more formal slacks, shirts, dresses, skirts, and shoes.</p> <p>Boys should wear collared shirts, tucked in.</p>	<p>Students should NOT wear denim on any article of clothing;</p> <p>Fleece tops and sweatshirts are NOT acceptable as dress 'up' attire.</p>
Color Days	The last Friday of each month will be designated as COLOR DAY, with all students being able to attend out of uniform. Additional non-dress code days may be added with stipulations (for \$1 to charity, dress in school spirit colors, etc.)	<p><u>EXAMPLES</u> of acceptable color day attire include any St. Jude spiritwear, articles containing denim, t-shirts, shorts, and sport jerseys.</p> <p><i>For special occasions, the administration may announce special types of color days, with their own set of allowable attire.</i></p>	<p>Clothing should <u>cover the shoulders</u> and be of reasonable size and length. Sheer leggings may only be worn under shorts, skirts, slacks, or an arm-length top (sweater, etc.). NO pajamas/loungewear</p> <p>NO content that would be objectionable under the discipline code.</p> <p>NO tank tops, sandals, or open-toed shoes.</p>
Field Trips	Students will wear dress code unless otherwise informed. A special dress theme may be established.	SAME AS BOYS	If dress code is relaxed, color day rules still apply.

Discipline Code

I. Goal and Definitions

GOAL: The goal of this policy is to create a consistent understanding of what the school may define as conduct that is counterproductive to establishing a civil society as well as preserving a safe and successful learning environment, and thus subject to disciplinary action by the administration, faculty, and staff of St. Jude Catholic School. It also seeks to prevent patterns of bullying before they become severe or entrenched. Student conduct will be addressed in terms of specific documentable incidents and with consideration of the individual's history, following the protocol described below.

“Airport Rule”—Airport security is strict. One mention of a bomb or weapon and the offending person will be arrested and questioned. In a similar way, we ask students not to make safety a joking matter. Any reference, threat, or act—including spoken comments, gestures, written text or images, or digital media—that depicts weapons, crude or sexual content, drugs, or other serious matter in setting not related to a curricular discussion, will result in immediate referral to the office for detention and investigation. Any student or staff who possesses knowledge of such language or action shall report it immediately to a teacher or administrator.

Classroom Rules: Individual classroom teachers may establish their own system of rules and procedures; so long as they are founded in good educational practice, preserve the dignity of all students, and do not contradict any Diocesan or school-wide rules and policies.

Conduct refers to any action or failure to act that creates positive or negative physical, social, or emotional consequences for other persons, especially as such actions pertain to Catholic living, safety, inclusion, and the ability for teachers to establish an effective learning environment. This policy is primarily concerned with actions that result in negative consequences.

Equivalence will hold that when an altercation occurs, all participants may be held to an equal degree of fault, regardless of who “started” the encounter or whether one claims to act in self-defense. The decision to use violence rather than walk away, call for help, or talk through the situation does not excuse accountability for aggressive reactions. Reasonable attempts will be made to discern the particulars and assign fault accordingly, documenting any cause for differential treatment.

Harassment is as any action, threat, communication, or series of such events that cause another individual to experience significant real or potential psychological or emotional stress. Harassment may be considered a form of bullying; it may be sexual or violent in nature, but not necessarily either one of those. This general definition of harassment is not meant to replace or contradict what is defined and described in the Diocese of Ft. Wayne-South Bend Student Policy P4580. Harassment can also have legal implications.

In-school suspension—If a student's actions have been deemed significantly disruptive or contrary to the policies, rules, or learning environment of the school, but not so unsafe as to warrant an out of school suspension, a student may be expected to attend school, but perform their academic requirements in an isolated setting. If a student needs guided supervision during a period of in-school suspension, as required by the administration, the school may hire a substitute teacher for that purpose and the parent will be responsible for paying for the cost of that supervision.

II. Scope

A. This policy applies to all school-sponsored events—those occurring on or off school premises, but funded by, supported by, or relating to a student's enrollment at St. Jude Catholic School. Examples include athletic events, off site performances, and field trips. Given safety concerns, students on field trips may be held subject to additional standards of behavior as communicated through advanced written instructions as well as ongoing oral directives from teachers, chaperones, and host site personnel.

B. For the purposes of ensuring the safety of students and adults present in the building, St. Jude reserves the right to search any item brought on to the premises, including those stored within lockers, desks, and backpacks, at any time. The school also reserves the right to view or read the contents of any notebook, folder, or electronic device, whether used at school for academic purposes or brought from home (such as a personal diary), due to concerns about having to act on credible information concerning student or staff safety or health.

C. The school may impose consequences for situations originating beyond the school context, but which become manifest in the school environment to the extent that they undermine a safe and orderly environment. The school may also act when disruptive activities occurring off school premises affect its reputation or operation. This includes the use or misuse of technology—including both personally-owned and school-owned hardware, devices, or networks as well as the inappropriate use of the internet in general. See further elaboration under the discussion of “Cyberbullying” (below); the Acceptable Use of Technology Agreement; and Diocesan Student Policy P4520.

III. Causes for action and general consequences

The following charts will be used to guide school staff in assigning appropriate disciplinary consequences. These guidelines may be adjusted with administrative approval based on mitigating conditions, severity of the incident, age/grade of the student, or history of occurrences.

<p>ACADEMIC PENALITIES – Although strictly not a part of the discipline (i.e.-behavior) code, we wish to provide greater clarity about academic consequences. We prefer that academic penalties be distinct from disciplinary ones. This information is being provided here for that reason.</p> <p>These consequences apply PRIMARILY to grades 5-8; K-4 teachers are encouraged to address academic problems on a one-on-one basis with the student and/or parent. However; elementary grade teachers may also choose to establish their own set of practices and consequences that are consistent among the grades.</p>	
Problem	Range of Response
<ul style="list-style-type: none"> • 1 or more missing assignment or any subject below a C- 	<ul style="list-style-type: none"> • Assigned to Friday ZAP period
<ul style="list-style-type: none"> • 3 or more assignments missing in any subject (and previously assigned to ZAP at least once) 	<ul style="list-style-type: none"> • After school detention (held once every two weeks on Thursday afternoon, duration 1 hour; primarily to complete any missing work). <p><i>***NOTE: After school detention will supersede ALL other extracurricular obligations. If the student does not attend the assigned date, the parent will be asked to pay \$30 for a teacher to supervise the student on an alternative afternoon within one week. (See also- Extracurricular Eligibility: Disciplinary Sanctions)</i></p>
<ul style="list-style-type: none"> • Academic cheating or plagiarism 	<ul style="list-style-type: none"> • After school detention • Loss of grade • Suspension or expulsion – depending on severity or repeated instances
<ul style="list-style-type: none"> • 2nd after school detention in one trimester (regardless of cause) 	<ul style="list-style-type: none"> • Conference with the student that includes the parent(s), principal, homeroom or other relevant teachers. Further consequences or plan of action will follow from meeting. • The administration may convert the 2nd occurrence of an after school detention in the same trimester to a “Saturday detention,” consisting of a 3-hour period from 8 AM – 11 AM (activities appropriate to the infraction) the following Saturday.

DRESS CODE – Any member of the faculty or administration may write up a dress code violation.	
Problem	Range of Response
<ul style="list-style-type: none"> • Shirt untucked, after one warning 	<ul style="list-style-type: none"> • Lunch detention
<ul style="list-style-type: none"> • Wearing improper item, any other problem described in dress code policy 	<ul style="list-style-type: none"> • Call home to change ----- (if changing not an option, then...) • Lunch detention • Article confiscated to office (if applicable) • Loss of end of month free dress down day

LEVEL 1 – Problems that should be addressed by teachers, support staff, or supervision staff. This type of problem can generally be addressed and corrected within the moment itself, with little administrative follow-up. Such actions and potential consequences are described, <u>but not limited to</u> those listed below:	
Conduct	Range of Response
<ul style="list-style-type: none"> • Unauthorized location on campus • Disrespectful language or gesture • Excessive talking in class • Arrives for class without books/supplies • Disregards simple instructions • Potentially reckless actions • Littering • Actions resulting in minor injury or disruption 	<ul style="list-style-type: none"> • Correct problem or redo procedure • On the spot intervention/mediation with peers • Classroom procedure or consequence • Lunch/recess detention • Loss of non-academic privilege(s) • Work in a separate location during the class period in which the incident occurs • In-school/after-school service hours • Written/oral apology • Written reflection • Other: with administrative approval
<ul style="list-style-type: none"> • Possession of portable electronic device (see Acceptable Use Agreement) 	<p>1st - returned directly to the parent (if the device is found in a state of “use”—i.e. turned on--, it will be treated as 2nd or 3rd occurrence).</p> <p>2nd -returned directly to the parent after 3 school days or \$10 fee (required to bring item to office every morning for safekeeping)</p> <p>3rd –returned directly to the parent after 10 days or \$25 fee (additional restrictions/consequences to be specified in writing)</p>
<ul style="list-style-type: none"> • 3 lunch detentions in a 2 week period (may include students in grades K-4) 	<ul style="list-style-type: none"> • After school detention (held once every two weeks on Thursday afternoon, duration 1 hour; <u>students assigned to after school detention for disciplinary reasons will NOT be allowed to use the time as a homework/study period. The detention may include a period of service time such as washing desks or taking out trash.</u> <p><i>***NOTE: After school detention will supersede ALL other extracurricular obligations. If the student does not attend the assigned date, the parent will be asked to pay \$30 for a teacher to supervise the student on an alternative afternoon within one week. (See also- Extracurricular Eligibility: Disciplinary Sanctions.)</i></p>
<ul style="list-style-type: none"> • 2nd after school detention in one trimester (regardless of cause) 	<ul style="list-style-type: none"> • Conference with the student that includes the parent(s), principal, homeroom or other relevant teachers. Further consequences or plan of action will follow from meeting. • The administration may convert the 2nd occurrence of an after school detention in the same trimester to a “Saturday detention,” consisting of a 3-hour period from 8 AM – 11 AM (activities appropriate to the infraction) the following Saturday.

<p>LEVEL 2 – Problems that should be addressed by the teacher with the principal’s cooperation. This type of problem generally requires follow-up with the homeroom teacher and parent. Such actions and potential consequences are described, <u>but not limited to</u> those listed below:</p>	
Conduct	Range of Consequences
<ul style="list-style-type: none"> • Objects used or possessed in a hazardous manner • Blatant public use of vulgarity, crude language • Brief physical/angry exchange • Insubordination to faculty/staff • Stealing/forgery/damage/vandalism • Interference with safety devices/procedures • Repeat Level 1 incidents <p>-----</p> <ul style="list-style-type: none"> • “Airport rule” • “Boundaries” violations • Documented harassment • Prolonged physical/angry exchange • Actions resulting in moderate injury/disruption 	<ul style="list-style-type: none"> • Office Referral • Detained/sent home pend. investigation • Functional Behavior Assessment (FBA) • Behavior plan/contract • Peer-to-peer mediation with counselor • After school detention (see above) • Saturday detention (see above, may be assigned outright) • Partial or full day in-school suspension • Additional level 1 consequences <p>-----</p> <ul style="list-style-type: none"> • Immediate Office referral • Further action determined by type of incident and findings • Additional level 1 or 2 consequences <p><i>(See also- Extracurricular Eligibility: Disciplinary Sanctions.)</i></p>
<ul style="list-style-type: none"> • Violation of Acceptable Use of Technology Policy 	<ul style="list-style-type: none"> • Office referral • Further action determined by findings

<p>LEVEL 3–Problems that should be addressed primarily by principal with the teacher’s cooperation. This type of problem constitutes a serious threat to the safety or integrity of the learning environment. Incidents will require follow-up with the principal, student, and parent in addition to the teacher. Such actions and potential consequences are described, <u>but not limited to</u> those listed below:</p>	
Conduct	Range of Consequences
<ul style="list-style-type: none"> • Grounds for Suspension-P4520 • Interferes with school mission/blatantly violates Catholic teaching • Prolonged fighting/verbal outburst • Actions resulting in significant injury/disruption • Repeat Level 2 incidents 	<ul style="list-style-type: none"> • Office Referral • Detained/sent home pend. Investigation • Contact law enforcement • Home suspension (1 or more days) • Placement on probationary status • Home leave pending medical/ psychological consultation • Additional level 1 or 2 consequences
<ul style="list-style-type: none"> • Grounds for Expulsion-P4520 • Possession of firearm or deadly weapon • Repeat Level 3 incidents 	<ul style="list-style-type: none"> • As described above • Expulsion hearing

IV. Bullying Response

Like all schools, St. Jude is morally and legally bound to make a sincere and effective effort to minimize and respond to documented cases of bullying. St. Jude uses three educational programs to proactively confront the occurrence of behaviors that may lead to bullying. The school counselor teaches the “Peace Works” program to all students grades in grades K-8. Grades K-3 participate in a weekly social skills development activity known as “R-Time,” led by the classroom teacher. Grades 4-8 participate in the *Peace be with You* curriculum, which has been developed for Catholic Schools based on best-practice research and methods. The primary purpose of these programs is to a) teach students to act with civility toward one another, practicing the habits of positive social communication; b) teach students to recognize inappropriate situations (including as bystanders), giving them healthy and effective outlets for responding to situations; and c) to encourage students to view their actions in light of the sacraments and human dignity.

Bullying refers to repeated physical or psychological attacks committed by one or more people against a target.

Bullying often has one or more of these characteristics:

- a. it is aggressive or intentional;
- b. it occurs, repeats, or intensifies over time, often under similar circumstances;
- c. there is a physical or social power difference between the bully and the victim;
- d. it can be individual or collective; public or private, face-to-face, or electronic (technology).

St. Jude prohibits the following forms of bullying as defined here:

A. Physical—repeatedly causing or threatening deliberate physical harm to a person or to personal property.

B. Verbal/Emotional—referring to another individual or the characteristics of an individual in a way that is intentionally (or, if unintentionally, then at the very least, insensitive) demeaning, embarrassing, hurtful, or harmful to another person’s feelings, character, or reputation. Such comments may include—but are not limited to—reference to a person’s physical appearance, abilities or disabilities, medical conditions, characteristics of other family members, taste in clothing or music, likes or dislikes, sexual orientation, etc. This includes any unwelcome name-calling, joking, or teasing that is directed toward another individual or group.

The following examples of words and phrases, while not automatically a form of bullying (depending on the persons present and context of usage), will nonetheless be expressly prohibited and considered cause for action by the school because of their explicit or implicit meanings and connotations:

- Blasphemy- Use of the Lord’s name (or other morally-loaded words) in a derogatory or angry context; damn; hell
- Obscenity- Traditionally acknowledged ‘4-letter’ obscenities
- Sexual or crude – Gay, fag, ass, etc.
- Intelligence/ability- Stupid, idiot, moron, retard, sucks
- Appearance- Fat, other weight-related terms
- Other Any words or phrases that administration or staff determines carries too many negative meanings, connotations, or implications; such as drug or racial remarks

C. Relational—The deliberate manipulation of relationships or ‘friendships’ in a way that causes emotional and psychological stress. For example, this can occur when a student claims to be a friend, but threatens to withdraw that friendship unless certain actions are taken by the excluded individual. It also includes situations in which students discourage or prevent another student from sitting at a location where a free choice of seating is allowed. This can also include malicious gossip (speaking poorly about another person or person’s reputation), in class note-passing, individual or group harassment, or other behavior that results in the explicit or implicit exclusion of others.

Important caveat!—*St. Jude faculty and administration wish to distinguish the above types of deliberate or self-interested social manipulation from developmental conflicts and misunderstandings that will arise in the course of friendships, competitive activities, and casual social situations. Open and non-threatening forms of conflict and discussion should be permitted as a part of healthy moral and social development, but carefully monitored by*

teachers and staff for signs of hostility. Hurt and distrustful feelings are often mutual. If given the opportunity, students willing to discuss and work out differences, with faculty mediation, will be given more time to demonstrate a willingness to resolve the situation, as opposed to assigning punitive consequences.

D. Sexual/Boundaries Violation—Conversation about or reference to sexual or crude words or topics (in a non-curricular context) as well as direct reference to the physical characteristics or sexual activities/orientation of another individual, whether actual or alleged, regardless of how much the participating students actually understand the meaning of the conversation. This will include a general prohibition on physical actions or gestures that convey sexual tones and even actions that may appear innocent, but carry the potential for misinterpretation. In addition to these considerations, students will be scrutinized concerning the use of technology that includes any form of sexually-themed data or media. Violations (see “Airport Rule” under definitions) will be cause for an office referral and clarification of the incident, after which the appropriate follow-up or consequence will occur.

In order to avoid the appearance of impropriety, students and employees are strongly discouraged from physical displays of affection such as hugging or holding hands with non-family members of either sex. Students older than primary grades will be subjected to greater scrutiny in their physical interactions. The older the student, the more deference to personal boundaries he or she is expected to display.

E. Cyberbullying—The use of technology in any means or medium to perpetrate the harm, harassment, or slander of other students or staff members. Cyberbullying can include any of the forms or effects of bullying as described above, albeit taking place through the use of technology and the internet.

St. Jude does not plan to actively monitor students’ internet activities (through various web-portals such as *Facebook* or *Instagram*), but it will respond to physical evidence (such as screenshots or printed copies of e-mail/instant message/text messages or files physically stored on cell phones or other electronic devices) that some form of cyberbullying or inappropriate use of technology has occurred. It is the prerogative of the victim or any third party to present such evidence, including a verifiable reference to the source of the information (web address, type of electronic device, etc.) and the suspected identity of its sender. The observer or recipient of such content may be asked to complete an official harassment report in conjunction with any actions taken by the school.

In the event that the school does choose to begin monitoring or investigating online activities, authorized persons may employ a variety of methods, up to and including assuming a generic identity or profile that would be used to monitor the sites under consideration.

****It is the parents’ prerogative, above all else, to allow, prohibit, monitor, or manage the privacy settings of their children’s internet use and online accounts, especially social networking sites. The school’s ability to respond to claims of cyber-bullying will be aided, in part, by the degree to which parents have made reasonable efforts to limit, teach, monitor, and direct their children in the appropriate use of electronic media.****

Investigation

The United States has long held a standard of innocent until proven guilty. St. Jude wishes to offer all parties a fair opportunity to respond to allegations. The accusing student must be willing to document his or her claims. By the time a pattern of relations has become apparent to be considered bullying, it may be challenging to recount and prove the series of incidents that have contributed to the whole of the situation. If a student or the parent of a student suspects a situation of bullying or ongoing aggression is occurring, it is critical to report the situation as quickly as possible to a teacher. Incidents should be addressed individually and immediately, rather than waiting until several negative events occur before informing an adult:

- a) **STUDENTS:** Use clear assertive language to call attention to a behavior that is not desired. Do this loudly enough to evoke the reaction or intervention of the teacher. If necessary, avoid or escape the situation and seek adult assistance. Non-participating bystanders have an obligation to report inappropriate events that they witness. **The intervention of bystanders and support of trusted peers or adults are considered the most effective means to mitigate and halt bullying behavior.**

- b) STUDENTS: Ask the teacher or supervising adult to follow-up on the situation. Speak to him/her or some other trusted adult immediately or the same day that a situation takes place.
- c) PARENTS: Contact the teacher and ask him/her if the incident was reported and/or reviewed. If the problematic behavior continues, request a conference with the teacher and principal to take a closer look at the situation.

Follow-up

Upon receiving knowledge of a report that appears to meet the definition of bullying as described in this policy, the principal may initiate an investigation or appoint a member of the faculty (ex.- homeroom teacher, lead teacher/assistant principal, principal, or counselor) to investigate and review the allegations. In general, interviews will first be conducted separately with the accuser(s), witness(es), and the accused followed by conversation with parents of the same. This initial series of steps may be followed by some form of written plan, peer-to-peer dialogue (if deemed appropriate and agreeable to involved parties), monitoring, or application of the discipline code for founded incidents. Routine follow-up and further contact with parents of involved parties is encouraged to review the effectiveness of interventions and determine further actions. Incidents that appear to meet the definition of harassment shall be pursued using the Diocesan harassment investigative procedure.

V. Third party reporting

St. Jude will acknowledge the following forms of third party reporting, particularly in cases for which the reporter was a witness to the event itself or has been informed by a student who was a witness to the event, and took that adult into his/her confidence. Such reports may be presented to the school in personal conversation with the principal, signed letter, email, or phone message.

Hearsay is something one hears from someone else but not something that happened directly to the reported or their child. There is a fine line between reporting something that has the potential to affect students in a serious manner (a student bringing a weapon to school) and something that would seem important, but for which the reporting person has no direct confirmation or involvement. A matter of hearsay reported out of genuine concern would require a separate interview and/or report from the person who allegedly witnessed the event, which may be initiated by the school or witness. The administration will listen to any concern, but shall decline to respond directly to rumor-based reports if the reporting person is not directly participant to the alleged incident.

Confidentiality

The administration, faculty, and staff of St. Jude shall honor student confidentiality, not only because of the Family Educational Rights and Privacy Act (FERPA), but in order to encourage third party bystanders to report situations involving bullying or some other impropriety without fear of retribution from the accused. There are some limits to what the school can or cannot keep anonymous. An individual directly involved in a situation may identify other parties involved in the occurrence. The school is not responsible for information that students themselves may infer from the situation or share with one another. However, a student who discusses an ongoing investigation or engages in retaliatory behavior may be subject to further consequences from the school.

Neutrality in parent-to-parent mediation

St. Jude does pledge to mediate between students and parents of students as an honest third party. St. Jude does not advise or require that parents of students who are involved in an incident meet in any direct capacity to resolve the situation. The school cannot presume that all parents have an equal degree of comfort or good will that would allow for a reasonable level of discussion about such issues.

In many cases, it would be very helpful if the parents of conflicting students took the initiative to meet outside of school time and away from school property to mutually discuss and arrange constructive solutions to those problems. The decision for such parents to do so is their own prerogative.

St. Jude Catholic School

Acceptable Use of Technology Agreement

Purpose

To encourage Faculty, Staff, students, and volunteers to properly utilize technology in an effort to more effectively fulfill the Catholic Schools Office Mission Statement. Technology functions to expand our educational opportunities and provides a framework in which our educational activities can be monitored for compliance with our mission. Technology is an important and necessary tool for working and learning in the 21st century, and we hope to support its use in the most constructive, safe manner possible.

Statements

In order to support and supplement Diocesan Policy relating to technology implementation and use:

- All digital and analog communications received from, transmitted by, or stored in St. Jude Catholic School systems are the property of St. Jude Catholic School, which is part of the Diocese of Ft. Wayne-South Bend.
- All equipment and software must be used for educational purposes in the support of the Catholic Schools Office Mission Statement. *(Use of equipment and systems for personal or non-job/non-school related reasons must be pre-approved by school administration.)*
- All communication and information resources including all forms of storage media may be subject to review by the Principal, Assistant Principal, Technology Coordinator/Director, or Diocesan Administrator. *(Files created, accessed, or stored on school owned computers or school managed web-based services are owned by the school, and should never be considered private.)*
- Access to the Internet and local area network is at the discretion of school administration. Access is a privilege, not a right. Access entails responsibility.
- Any deliberate tampering or misuse of St. Jude's network services or equipment will be considered vandalism and will be handled as such.
- To the extent that any revisions of Diocesan policy conflict with this policy, Diocesan policy prevails.

Possession and use of personal-owned portable electronic devices

This policy covers student possession and use of any portable electronic device including (but not limited to) cell phones, tablets, internet-enabled devices, digital/analog audio players, digital cameras or recorders, video consoles, gaming devices, etc. Such items may be used only in contexts explicitly and clearly related to curricular learning, as directed by a teacher. In all other circumstances, such devices shall be safely stored in a student's backpack and turned OFF from the time he/she arrives on campus until after departing the premises. Failure to fulfill both conditions may result in a violation and confiscation. Restrictions on cell phone usage may be lifted only under the consent and supervision of an adult acting in authority, such as during athletic activities or crisis situations, when such access is advisable. Students may use devices for contacting persons on their pickup list ONLY with the specific permission and supervision of a supervising adult (teacher or staff).

The school may examine the contents of a personal device if some cause exists to suspect the presence of material that would constitute a violation of this policy (including unauthorized use while on school grounds) or if necessary to identify the owner of an unclaimed device. The unauthorized possession or misuse of portable student electronic devices is subject to the conditions and consequences of this policy and the *Discipline Code*.

Reservations

St. Jude Catholic School reserves the right to modify, suspend, or terminate this policy at any time with or without notice. St. Jude makes no guarantee, neither expressed nor implied, for the Internet access it provides. St. Jude is not responsible for any damage users suffer or for unauthorized financial obligations resulting from Internet access.

Acceptable use

Students, faculty, staff, and administration, and invited guests of St. Jude Catholic School may be allowed access to hardware, software, or the network according to the needs of their position OR to the degree appropriate to the grade level of the student. The accessing of school owned networks, hardware, or software is a privilege that will be used PRIMARILY in the support of educational experiences derived from the school curriculum. All student use of technology must be approved or supervised by a member of the teaching faculty or administration. Any recreational use of school equipment, software, or networks in addition to the use of personally-owned electronic devices will be allowed only with the permission of the administration, if conducted outside of curricular use time, and not in violation of unacceptable use standards.

Unacceptable Use (Prohibited activities within or beyond the school campus)

1. Creating, accessing, uploading, downloading, transmitting, or distributing pornographic, sexually explicit, obscene, abusive, discriminatory, defamatory, offensive, or otherwise inappropriate material, including that which constitutes harassment or the expression of hate or violence.
2. Use of or access to software or hardware on the school network or through its web-based services (*Power School, Canvas, School Messenger, Microsoft Office365*, etc.) that may compromise the security or integrity of school records; unauthorized access to local or cloud-based school resources, hardware, software, or websites;
3. Tampering with, disabling, or circumventing firewall security and content filtering.
4. Downloading, installing, or executing software on school computers without the approval of the Technology Coordinator/Principal or that is not able to be legally licensed for use by St. Jude Catholic School.
5. Transmitting, copying, or installing copyrighted materials without license or permission.
6. Conducting illegal activities. Conducting a personal business or enterprise.
7. Using electronic media to assume, imitate, or impersonate the identity of a student, staff, or faculty member; or to conduct any form of plagiarism or academic cheating.
8. Any activity that fits the definition of “cyberbullying” as described under the *Discipline Code*.
9. Any posting of statements or content that make use of the school’s name, motto, mission, images, logo, or protected material. Any posting of internet content that has the potential to negatively affect the normal learning environment of the school or that negatively reflects on reputation of the Diocese of Ft. Wayne-South Bend; St. Jude Catholic School; St. Jude Parish; and their students, faculty, staff, or stakeholders.
10. Evidence, actions, or depictions on the internet or through the use of personal electronic devices, that would constitute a violation of local, state, or federal law, diocesan policy, or grounds for suspension or expulsion, if it had occurred on St. Jude property, may be subject to investigation and consequence as described in the *Discipline Code*, even if the depicted activity originates off campus.

EXAMPLES include electronic postings, text, or photo transmissions suggesting that a person has engaged in some form of illegal or immoral activity, threat, harassment, drug or alcohol use, violence, etc. Evidence based on electronic postings or transmissions may result in disciplinary action if brought to the school’s attention, documented, and investigated according to local policies.

Violations

Violations of this policy may result in a range of disciplinary actions, up to and including loss of access to hardware, software, local networks, school managed web-services, and the internet. Violations of conduct through the use of technology are subject to relevant consequences as described in the *Discipline Code* or *Diocesan policies*. A violation of this policy by an employee may result in termination of employment with the Diocese. Any violator may also be subject to local, state, or federal prosecution as well as civil litigation. Law enforcement organizations may be notified of any violations holding criminal merit.

By signing the acknowledgment form at the beginning of this handbook or the Faculty Handbook, all parties understand this policy and agree to abide by it.

NOTE: This agreement also includes agreement with diocesan usage forms, included in the Appendix.

St. Jude Catholic School Microsoft Office365 User Agreement

Microsoft's Office365 platform allows St. Jude to provide its users with email service, OneDrive cloud storage, and Office365 applications that are accessible to teachers, students, and parents. This agreement outlines general parameters for use of the Microsoft Office365 Services.

THE USER AGREES TO THE FOLLOWING:

1. All use of the Office365 platform and the affiliated Microsoft Online services accessed through the user's credentials, whether on campus or off, are subject to the terms and consequences of St. Jude's *Acceptable Use of Technology Agreement*.
2. Office365 accounts may be made available to students in a range of grades determined appropriate by school administration. It is expected that parents will monitor their child's account to verify appropriate usage. Password control will be managed by the user, as supervised by the parent and reset, if necessary, by St. Jude personnel. **Users are to maintain a "strong" password at all times, including the use of at least one capital letter, one lowercase letter, one number and/or alphanumeric symbol. The user agrees to notify the school immediately regarding password issues or unauthorized access to the account.**
3. School families (parents) will be set up with an outbound account that will appear in the internal address book in order to allow teachers and administration to communicate more readily with constituent groups of parents. The outbound account will forward directly to the family's preferred email account. Parental 'outbound' accounts will accept no other inbound traffic unless given special permission for the parent to access.
4. The Office365 web service will host stjudeschool.net email accounts as a controlled domain. That means that system administrators have the ability to manage users and the services they can access. Users can be granted specific access or restrictions from interacting with other users in terms of email and group distribution systems. This includes a general student prohibition on sending and receiving emails from outside the stjudeschool.net domain, with certain approved exceptions.
5. All content generated and stored within the Office365 platform shall be considered open and accessible to school administration as subject to the Discipline Code section II, B. Office365 is a monitored email system. This includes student, staff, teacher, and organizational accounts. School administration will reveal the content of specific email communications to the users who are the sender, receiver, or subject of such messages, only to the extent it aids in the investigation of a problematic situation or any other matter of significance.
6. In addition to email communication between students, teachers, and parents; users may also be able to take advantage of calendar functions, task management, 1 TB OneDrive cloud storage, document sharing, and the Office365 software suite. These services are available as long as the student is enrolled in good standing at St. Jude.
7. The school will not disclose or store any personal information vis-à-vis the Office365 system except for student first and last names and grade level, teacher first and last names, and parent first and last names. Parent's private email accounts may be revealed only to users given permission to send to them or when the user replies to such an email. Such information will be visible only to internal users who have access to the shared address book. Any other disclosure of personal information is a product of that which users generate by use of their email account and related applications. All users are strongly encouraged to limit the personal information they post and/or share through the use of Office365 and Microsoft applications. Parents should have a careful discussion about this with their children.
8. It is possible to access personal Microsoft Live services and social networking apps using a user's Office365 login credentials. Any use of personal Microsoft applications (such as) photo sharing, instant messaging (chat), and other services which cannot be monitored or managed by the school are best left for personal home accounts used within the home under parental supervision. The school reserves the right to restrict or prohibit the use of Office365 accounts that have enabled access to personal Microsoft Live services or social networking applications, especially if such use constitutes a violation of St. Jude's *Acceptable Use of Technology Agreement*.

St. Jude Catholic School Media Authorization and Release

St. Jude Catholic School strives to recognize the academic, extracurricular and service accomplishments of our students. This statement gives permission for the school to use images of your student for internal and external media releases recognizing his/her achievements, involvement in school activities, or promotion of the school.

By signing and returning this handbook, the school accepts your agreement to the terms below. If you object to electronic use of your child's image, please submit the form "Publication of Student Picture/Name on Diocesan Websites" included in the Appendix. To opt out of non-electronic media, please address in writing to the principal.

Dates of effect: This authorization will take effect on the date of handbook acknowledgment, and will remain in force for one calendar year, unless amended by the parent with a written notification. Items gathered during that period of time will remain the property of St. Jude Catholic School. These may be archived and used for any and all future publications, within the parameters described below:

What may be collected:

- photographic images, traditional or digital
- video or audio records, analog or digital format
- written or created products, such as interviews, quotations, poetry, stories, or art

When and where collected:

- in contexts related to educational activities: regular school hours, student performances, field trips, etc.¹
- school-sponsored extracurricular activities: clubs, organizations, athletics, awards ceremonies, etc.
- parish-related events: First Communion, Confirmation, etc.
- submitted to the school by students, parents, or 3rd parties present at the situations described above

How used:

- The *Family Educational Rights and Privacy Act* (FERPA) allows the full disclosure of 'directory information' for the purposes of publishing a student directory. St. Jude will publish students' names, grade level, parent names, home address, home phone number, and parental email as its directory information. It is the parent's responsibility to OPT OUT within one calendar week of notification that the directory will be published, if they do not wish for any particular piece of this information to be included in the school directory.

Student images or student-generated media may be used for the purposes described here, without additional, explicit permission from the parent:

- With full name attached for "in-house" publications such as school newspaper, yearbook, performance DVDs, 8th grade video yearbook, parish bulletin, alumni mailings, etc.
- With full name attached for local external media, including *Today's Catholic*, *The South Bend Tribune*, WNDU/WSBT/WSJV Television, etc.²
- First name and grade only for marketing and promotional products such as fliers, posters, mailings, ads, etc.
- First name and grade only for material posted to the Diocese Ft. Wayne-South Bend/St. Jude Catholic School/St. Jude Parish websites, or Diocesan/St. Jude managed web-based media sharing sites (Ex.- *Facebook/Picassa*).
- First name and grade only for non-affiliated websites describing activities that may involve St. Jude students.

¹ This agreement does not cover photographs taken by persons in the audience at events, competitions, trips, or performances which are open for general admission. Such events are understood to be publicly accessible.

² While the school CAN authorize which public media entities enter school premises, when and where they go, and whom they include in their correspondence; we have no authority over external media that choose to use student or school images when taken off-site from school property.

St. Jude Aftercare Program Handbook

Mission

Our mission is to provide a safe and enjoyable experience while nurturing the spiritual, academic, and social growth of our students.

Admission

The program is open to PK-8 students of St. Jude Catholic School, including those with disabilities who may be supported by reasonable accommodations. Each enrolling family must fill out a registration form prior to the first time they attend the program. The program will use the same emergency information on file in the school office.

Every family must provide a list of authorized persons who will be allowed to pick up the student. No exceptions will be made for this list. If there is a custodial concern the parent with legal custody must sign the registration and the list of which adults the child may be released to.

Participation in the aftercare program presupposes cooperation with its rules and policies. Students may be restricted from attending or have their participation revoked if they or their parents do not comply with program rules, including pick-up deadlines (acknowledgement of such violations shall be provided in writing). Students receiving certain disciplinary consequences in school (as specified by the principal) may also be restricted from attending aftercare for the duration of the penalty.

Hours

The program will begin at 3 PM and continue to 5:30 PM. The end time of the program is strict. A family who picks up after 5:30 may be suspended from use of the program for 5 school days. If late pick-ups reoccur a longer suspension period may be implemented subject to the principal's approval.

All students will proceed to or be escorted to the room designated for the aftercare program at the end of the school day. Students are expected to remain under the supervision of aftercare staff until they are signed out by a parent or guardian, and then must remain in the immediate proximity of their parent/guardian until departing the premises.

Students who have activities after school (such as mentoring/tutoring, rehearsals, or practices) must remain under the full and direct supervision of activity coordinators. Upon completion of the activity, such students must depart the building immediately or sign in and report to aftercare for supervision. Any student who is found not to be with a parent or under the supervision of a teacher, activity coordinator, or the aftercare program, will be subject to disciplinary consequences.

Rates and payment

There is a \$10 per family program registration fee. The daily cost, including Homework Room, is \$3 per child up to 3:59 PM; an additional \$3 per child (\$6 total) up to 4:59 PM; and an additional \$3 per child (\$9 total) up to 5:30 PM. Families will be charged for no more than two (2) attending children (of the same household) per day. Parents who wish to have their children excused due to a teacher conference or official meeting should submit their request to the coordinator in writing. [For early dismissals \(which rarely occur\), students will be charged \\$3 for each hour or partial hour prior to 2:59 PM, and the standard rates following 3 PM. Rates may be subject to change given advance notice.](#)

Participating families [shall arrange advance payment by setting up an incidental account through the FACTS management website \(<https://online.factsmtg.com/signin/3XZLX>\) and an initial \\$30 program deposit. Students who do not have sufficient funds to attend on a given day may be asked to wait in the office while parents are contacted to arrange immediate pickup.](#)

General Schedule (variable and subject to modification)

3:00-3:15 Attendance check
3:15-3:59 Activity/recreation time
4:00-4:15 Snack
4:15-5:30 Homework, crafts, or projects

Snack

A snack will be provided daily, and will be prepared in accordance with school Wellness Guidelines.

Physical activities

During warmer months students will have the opportunity to play outside under the supervision of the afterschool staff. The program will follow the school's policy for when to stay indoors, mainly due to inclement weather. Students may be required to wear appropriate winter clothing—i.e. hats, gloves, boots scarves and winter coat. Normal playground/recess rules apply to physical recreation

Toys and Games

Toys and Games are provided by the aftercare program and should be treated with respect. No electronics will be permitted as noted in the school handbook, unless specifically arranged and supervised with an educational or recreational purpose, as defined by after school program staff.

Homework Room

The homework room is an option for students during the 3:00 – 4:00 hour. Students will be provided a quiet place to work and study. It is not the responsibility of the homework supervisor to provide tutoring or instruction, other than general assistance with directions and work completion. Once the homework period is complete at 4:00 students will be sent to aftercare if they have not been picked up at which point they will be subject to regular aftercare rates. The homework room is part of the aftercare service and subject to the same rules and rates.

Field trip and visitor policy

As a rule, the aftercare program will not take or sponsor field trips. Nor will it allow visitors who are not students of the school or individuals who are not allowed to pick up a particular student. The program may invite guests, volunteers, or members of the St. Jude Staff who would assist in developing special programming or activities for the program.

Behavior Policy

The aftercare accepts all new students on the same probationary period as the school (see “Admissions Policy”). All school rules apply while in aftercare. Inappropriate and problematic behaviors will be documented. Aftercare staff will work in accordance with the principal in handling serious disciplinary concerns. Students may be removed [or suspended from use the service](#) for any offense deemed contradictory to its mission or compromising the safety of its participants as well as any infraction of Policy P4520.

Emergency Procedures

The aftercare program will follow the St. Jude Catholic School Crisis Response Plan and procedures. The aftercare program has its own emergency evacuation kit for such events. Communication during emergencies will be conducted by the phone numbers provided on the emergency information from student files.

The afterschool care staff will provide an emergency phone number for contacting aftercare staff after the school office has closed.

Problem Solving Procedure

Overview

Diocesan policy #2310 (see Appendix) provides a general overview of the “Parent/Legal Guardian Concerns Procedure.” This procedure is meant to help assist parents or other stakeholders who wish to formally report situations of concern. In this process, the pastor will remain the final decision-making authority.

By following this procedure, the parent understands that their concern will be documented and placed on record with the school. The person assigned to investigate will explore the issue and conduct an internal report that will be signed-off by both the pastor and principal. The inquiring party may receive written notification that an investigation has been opened or conducted. The details of such an investigation may be communicated to the inquiring party only in the degree that it is appropriate to do so.

Steps

1. The person seeking resolution must document the dates, times, and nature of the events, actions, conversations, or decisions under discussion. The inquiring person **MUST** provide evidence that he or she has made an honest and good faith effort to pursue resolution of the problem with the party perceived at fault. This is especially true in matters that include a member of the teaching faculty. (Circumstances that have ramifications relating to the immediate safety of students or adults would be the exception to this rule—harmful words, actions, situations of abuse/harassment, etc.)

NOTE: Situations of abuse or harassment (student, or adult; sexual or otherwise) fall under Diocesan policy and require a separate procedure to file. Please contact the principal about this procedure rather than use this form.

2. Complete the attached form. If the problem concerns a teacher or other school staff member, it should be submitted to the principal and include ATTACHED DOCUMENTATION of prior efforts (as per step 1).

If the nature of the grievance is with the actions of the principal or an action taken by the school administration, the form may be submitted directly to the pastor, including ATTACHED DOCUMENTATION of prior efforts.

3. *The person receiving the complaint (principal or pastor) may determine whether or not there is adequate documentation and/or seek further direct conversation or mediation before proceeding with a formal investigation.* If the result is to defer the complaint, a notice will be sent back to the appealing person within 10 days explaining the reasons and further steps that have or should be taken. Principal and pastor will still sign off and acknowledge receipt of the complaint and keep in on file in the event of future occurrences.

4. The party submitting the complaint may request a copy of the original form. The situation will be investigated and written notice of follow-up provided within 30 school days. This report will be kept on file for at least one calendar year. The decisions of the report will be considered final insofar as the scope of this procedure.

Appendix: Diocesan Policy References

Parents may request to view the diocesan student policies (4000 series) referenced in this handbook by contacting the principal in writing and setting an appointment for review.

Problem Solving Inquiry

Reporting person (*name required*): _____

Date of alleged occurrence(s): _____

Person(s) of concern: _____

Students(s) involved/affected (if applicable): _____

Describe the nature of the concern (attach additional information if necessary):

Please state a proposed resolution: _____

Date(s) of attempted conversation/correction with the person named above: _____

(you *MUST* provide documentation verifying your attempts to correct the issue):

Signature: _____ Date: _____

-----*Internal use only*

Received by: Pastor / Principal Sign: _____ Date: _____

Accepted / Deferred (circle one) (*attach explanation*): _____

Investigator (*name of designee*): _____

Follow-up report to include: copy of this sheet and all attached documentation; list of persons contacted, date(s) of contact/conversation(s) with all named parties or other persons found to be knowledgeable, results of such conversations; the investigator's conclusion; official actions taken; copy of resulting communication(s) to involved parties.

After receiving filed report:

____ Principal sign as reviewed: _____

____ Pastor sign as reviewed: _____

____ Reporting person contacted in writing (attach) / date of delivery: _____

Diocese of Fort Wayne-South Bend

Community Relations

Parent/Legal Guardian Concerns Procedure

To facilitate and promote the orderly and efficient resolution of concerns, parents/legal guardians wishing to address and/or question an academic area or situation regarding a specific teacher or classroom procedure must follow the grievance procedure below:

- Step 1: Address the issue with the classroom teacher in a formal manner (face-to-face or in writing).
- Step 2: Address the issue with the Principal.
- Step 3: Address the issue with the Pastor (elementary schools only).
- Step 4: If the issue is not satisfactorily resolved, then the parent/guardian should place his/her concerns in writing to the person involved and his/her supervisors (e.g., pastor and principal).
- Step 5: Contact the Catholic Schools Office.

Parents/legal guardians should follow the steps set forth in this policy, except where a situation is specifically covered under another school or Diocesan policy which provides for a different reporting procedure (e.g. harassment).

Recommended: April 23, 2015
Ratified: July 24, 2015

Diocesan School Board
Diocesan Bishop

Diocese of Fort Wayne-South Bend

Students

Enrollment

I. School Admission Policy

Diocesan schools shall comply with State laws and regulations regarding school enrollment and attendance to the extent possible, as consistent with the teachings of the Catholic Church and diocesan policy.

II. Nondiscrimination Policy

Diocesan schools shall follow and promote an open enrollment policy accepting students without regard to religion, color, race, gender, or national origin, and reasonably accommodate students with disabilities in its educational programs.

A. High School Admissions

In the event enrollment appears to be reaching capacity, the school is to give preference in admissions to students with Active Registered Parishioner status from feeder schools. The school may also give preference to siblings of current students or alumni and children of faculty and staff.

When a school class has reached capacity, the names of children not able to be accepted (or on a waiting list) should be given to the other Catholic high school in the area no later than the end of May. At the request and expense of the other Catholic high school in the area, the school which has reached capacity will address and then mail marketing materials provided by the other Catholic high school to the parents of the children not able to be accepted or on that school's waiting list.

- III. All prospective students are required to complete a battery of academic assessment tests prior to admission to any diocesan school. Students applying for admission are required to be tested on Language Arts, English proficiency, and Math. The principal is responsible for the administration of all placement tests and reporting test result data to teachers and parents. The principal must select placement tests for English proficiency, Language Arts, and Mathematics from an approved list provided by the Catholic Schools Office. Requests for waivers or exceptions to placement testing must be submitted to the superintendent of schools in writing prior to admission of students.

Upon review of test data and other relevant information, the principal will make a determination regarding the schools' ability to meet the needs of the student tested.

IV. School Entrance Requirements

A child can be enrolled only by a person having the legal custody of the child. A certified copy of the student's birth certificate or a baptismal certificate shall be required for original entrance at all grade levels. Proof of legal custody must also be required in cases where a child does not reside with both natural parents.

If these required documents are not provided to the school within thirty (30 days) of the student's enrollment or appear to be inaccurate or fraudulent, the school shall notify the Indiana Clearing House for Information of Missing Children (See P4030) and will cooperate with local authorities if the child has been reported missing.

The custodian parent or legal guardian shall provide the name and address of the school the student last attended, if any. The school shall request records from the last school the student attended within fourteen (14) days.

Written proof that the child meets State and county health requirements (immunization record) for enrollment shall be required.

V. Kindergarten Age Requirement

Schools shall follow state law guidelines in enrolling Kindergarten students.

A child entering kindergarten must be five years old prior to August 1, or date set by the State.

A school should administer a developmental assessment for determining proper placement in kindergarten.

VI. First Grade Entrance Requirements

Indiana compulsory education begins when a child is officially enrolled in school or the school year of the child's 7th birthday, whichever is earlier.

Students enrolling in a diocesan school after successfully completing kindergarten in another accredited school that has different age requirements shall be allowed to continue in school without interruption because of chronological age.

VII. Children with Exceptional Educational Needs

Children with exceptional educational needs requiring special class placement are accepted if their needs can be reasonably accommodated in the school. Initial enrollment should be on a tentative basis with the understanding that in the event the exceptional needs of the child cannot be reasonably accommodated by

the school, the custodial parents or guardians will agree to enroll their child in another school setting which can accommodate the special needs of exceptional children.

Ordinarily when a diocesan school cannot reasonably accommodate the exceptional needs of a child, a recommendation for special class placement should be made to the custodial parent or guardian by the principal, after consultation with the child's teacher(s). This recommendation can be for either special class placement within the Catholic school or referral to a public school for evaluation or placement. If the custodial parent or guardian does not accept the school's recommendation, it is expected that he/she will refute the decision in writing. In some instances the custodial parent or guardian will be required to withdraw the child if the child's continued presence, in the opinion of school personnel, would be detrimental to the child's educational or emotional needs, poses an undue hardship on the operation of the school or poses a threat of harm to the student, other students or school personnel.

VIII. Students or Prospective Students with Diseases

Catholic schools shall comply with all applicable State law and all Board of Health policies regarding school enrollment and attendance in relation to a student or prospective student having a communicable disease.

Prospective students who otherwise meet all entrance requirements may not be denied admission solely on the basis of a diagnosis of a disease unless required by applicable State law or board of health policy; similarly, students may not be excluded merely on the basis of a diagnosis of a disease.

However, as with any prospective student who is diagnosed as having or is suspected of having a communicable disease, a child with a communicable disease may be excluded, if after an individualized assessment of the child's condition, in accordance with the school's communicable disease policy/procedure, it is determined that the child's presence in the classroom would expose others to significant health and safety risks.

Upon being informed that a child is diagnosed as having or is suspected as having a communicable disease, a review team consisting of the student; his/her parent/guardian; his/her physician; a physician representing the school, parish, or diocese; and school or parish administrators will be established to determine whether the child's admission or continued presence in school would expose others to significant health and safety risks. In making its determination the review team will conduct an assessment of the child's individual condition. The review team's inquiry will include findings of fact, based on reasonable medical judgments given the state of medical knowledge about:

- A. the nature of the risk - how the disease is transmitted;
- B. the duration of the risk - how long the carrier is infectious;
- C. the severity of the risk - the potential harm to third parties;
- D. the probabilities the disease will be transmitted and will cause varying degrees of harm; and
- E. whether a reasonable accommodation exists and/or is required.

The review must also take into consideration the scope of the problem, education-related issues, and the student's right to confidentiality. The recommendation of the review team and the decision of the parish and school administrators shall be considered confidential and will be submitted for review only to the Superintendent of Schools, Secretary for Catholic Education, and diocesan attorney.

In the event it is determined that a child is unable to regularly attend a Catholic school, the parish, school, and diocese will assist the parent or guardian in locating alternative educational service and obtaining religious and catechetical instruction.

See "Special Needs Students - Release of Information" form in the School Administrative Handbook and "Special Needs Students - Admission Form" in the School Administrative Handbook.

Diocese of Fort Wayne-South Bend

Students

Attendance

The Diocesan schools consider the development of good attendance habits as a vital and desirable undertaking for two essential reasons. First, it is difficult for young people to learn if they are not in class: the teaching-learning process builds upon itself. Secondly, research shows that educational achievement is directly related to attendance. A student who misses a day of school misses a day of education that cannot be retrieved in its entirety.

I. Parents/Legal Guardian Responsibility

Parent(s)/legal guardians are responsible for having their children in school. Indiana law prescribes that parents must have their children in public or private school from the age of seven (7) until the date on with the child:

A. Graduates; or

B. Reaches at least sixteen (16) years of age or less than eighteen (18) years of age and:

1. the student and the student's parent or guardian and the principal agree to the withdrawal;
2. at the exit interview the student provides written acknowledgment of the withdrawal which must include a statement that the student and the student's parent/guardian understand that withdrawing from the school is likely to reduce the student's future earnings and increase the likelihood of the student being unemployed in the future, and the student's parent or guardian and the school principal each provide written consent of the student to withdraw from school; and
3. the withdrawal is due to financial hardships requiring the student to be employed to support the student's family or dependent, illness or the order of a court that has jurisdiction over the student, or

C. Reaches the age of eighteen (18) years.

whichever occurs first.

II. Absences from School

Absences from school shall fall into one of the three following categories:

A. Absences which are counted as present.

1. Serving as a page for or honoree of the Indiana General Assembly;
2. For students in Grades 7 through 12, serving on a precinct election board or as a helper to a political candidate or political party on Election Day with prior approval of the principal;
3. Court appearances pursuant to a subpoena;
4. Active duty with the Indiana National Guard for not more than ten (10) days in a school year;
5. Placement in a short-term inpatient treatment program which provides an instructional program;
6. Homebound instruction;
7. Religious observances.

B. Excused Absences

1. Illness of the student (with written statement by parent/ guardian or doctor)
2. Funerals
 - a. for death in the immediate family
 - b. for persons outside of the immediate family with parental permission
3. Out-of-school suspension
4. Medical and legal appointments - Such appointment should be scheduled after school hours when possible.
5. School/college visits (2 days) - Parents/guardians need to check with the individual school's policy when arranging such visits.

C. Unexcused Absences

1. No parent/guardian contact with the school giving an explanation for the absence on the day of the absence.
2. No physician's note to excuse an absence once more than 5 days of absence have occurred (see Frequent or Prolonged Illness below).
3. Family vacations.
4. Absences other than those defined as excused or absences counted as present.

III. Truancy

A student is truant when he/she is absent from school or class without the permission of his/her parent/guardian and the school. Students who are habitually truant shall be reported to the juvenile authorities in accordance with applicable state law and following diocesan procedures:

The following may be evidence of habitual truancy:

- A. Refusal to attend school in defiance of parental authority.
- B. Accumulating a number of absences without justification over a period of time, such as a grading period. Habitual truancy is not evidenced by a single isolated incident of unexcused absence.
- C. Three (3) or more judicial findings of truancy.

IV. Reporting an Absence

A parent/guardian shall contact the school to report a student's absence. Each school has established procedures for reporting absences. Absences will not be excused and the student may be considered truant if the procedure for reporting an absence is not followed.

A written explanation for any absence signed by a parent/guardian is required upon the return of the student to school. The school is not required to provide credit for makeup of assigned work missed because the student's absence is unexcused or the student is truant.

V. Frequent or Prolonged Illness

If a student is absent for five consecutive days due to illness, or has contracted a contagious disease, a physician's statement may be required in order for the student to return to school.

VI. Response to Irregular Attendance

If an irregular attendance pattern begins to develop, the school may use the following procedure to encourage the student's return to a pattern of regular school attendance.

- A. Call daily from school (secretary, principal, or attendance clerk), to the parent/guardian to verify absence and to determine reason.
- B. After a student is absent for six (6) days per school year, a school administrator, attendance clerk, or counselor will make contact with the student's parent/guardian. The date and content of this contact shall be documented.
- C. After a student is absent over twelve (12) days per school year, a conference shall be held with the parent/guardian and the student. An attendance contract may be established at this time and documentation shall be kept.
- D. After a student is absent over fifteen (15) days per school year, a referral shall be made to the principal. If the principal is unable to successfully resolve the attendance problem, a referral may be made to the intake officer of the local Juvenile Probation Department.

VII. Habitual Truancy Report to BMV

If the student is at least 13 years of age but less than 15 years of age and is truant more than 10 times in one (1) school year, the student shall be designated as a habitual truant and reported to the bureau of motor vehicles as provided by State law.

Diocese of Fort Wayne-South Bend

Students

Parent*/Student Handbook

I. General Guidelines

Each school principal shall maintain a Parent/Student Handbook which reflects Catholic philosophy and mission statement of the school and includes regulations regarding the health and safety of each individual as well as the proper order of the school.

The contents of the Parent/Student Handbook shall be reviewed on an annual basis in consultation with the School Board and with the approval of the pastor (in the case of an elementary school). All locally developed policies must be consistent with the policies, procedures, and guideless established by the Diocese of Fort Wayne-South Bend.

The school principal shall:

- A. Annually distribute a copy of the handbook to each student and a parent/legal guardian of each student.
- B. Request each student's parent/legal guardian (and all students in grades 7 through 12), to acknowledge in writing, on forms provided by the school and returned to the school office, that the parent/legal guardian have the handbook and have reviewed its contents with the student. Such acknowledgement form shall also provide notice that the failure of the parent, guardian, or student to sign or return the form has no effect upon the applicability of the handbook's provisions.
- C. Provide an annual orientation of the rules to students.
- D. Submit a copy of the handbook to the Catholic Schools Office annually.

II. Contents of the Parent/Student Handbook

- A. At a minimum, the Parent/Student Handbook shall contain the following diocesan policies in total:
 - 1. Enrollment (P4010)
 - 2. Attendance (P4040)
 - 3. Grounds for Suspension or Expulsion of Students (P4520)

4. Disciplinary Review for Students (suspension or expulsion) (P4530)
 5. Parent/Guardian Concerns Procedure (P2310)
- B. The following diocesan policies, parts of diocesan policies, or references to diocesan policy shall be included in the Parent/Student Handbook of each school:
1. Family Educational Rights and Privacy Act (P4170)

“A notice concerning parental access to educational records is available in the school office which any parent or eligible student may review during regular business hours.”
 2. Religious Issues (P4410)

“The teachings and traditions of the Catholic Church are the guiding principles of behavior for all students while enrolled in a diocesan school.”
 3. Failure or Refusal of Parent/Guardians/Custodians to Participate in a Disciplinary Proceeding (P4420)

“The failure or refusal of parents/guardians/custodians to participate in diocesan or school discipline proceedings concerning their student’s improper behavior may be considered educational neglect and the child may be considered a “child in need of services” in accordance with I.C. 31-34-1-7, and, in that case, the matter shall be referred to Child Protective Services.”
 4. Student Accused of a Non-School Related Criminal Act (P4550)

“When a student is accused of a non-school related criminal act, the school shall follow diocesan policy.”
 5. Gun-free Schools (P4560)

“Students are prohibited from bringing a “firearm, destructive device or deadly weapon to school or school functions. Further, students are prohibited from possessing a firearm, destructive device or deadly weapon en route to or from school or school activities, or on school property or at school activities. A violation of this policy carries an automatic expulsion from school.” This penalty supersedes any penalty which may be attributed by a local school discipline policy.

6. Substance Abuse (P4570)

"The school shall assist students experiencing substance abuse problems in accordance with diocesan policy."

7. Harassment Prohibition (P4580)

"The Diocese prohibits harassment and retains the right to address harassing behavior through whatever means it determines are reasonable and appropriate."

8. Student Locker and Vehicle Inspection (P4590)

"All students who enroll in a diocesan school must consent to the search of their person and personal belongings, lockers, school desks, vehicles, etc., at any time and for any reason consistent with diocesan policy."

9. Acceptable Use Policy (Internet) (P4620)

"The school shall follow the Diocesan Internet Policy. A copy of the policy is available in the school office during business hours."

10. Environmental Tobacco Smoke (P5000 Series)

"All facilities (buildings which are enclosed) where kindergarten, elementary, and/or secondary education or library services are being provided to children shall be smoke free. No one, whether an administrator, an employee, a student, or a visitor is allowed to smoke in these buildings while such services are being provided to children." (NOTE: A local policy may be more restrictive.)

11. Child Abuse Reporting

It is the policy of the Diocese of Fort Wayne-South Bend that all diocesan priests, deacons and other personnel, lay and religious, paid and volunteer, must adhere to the diocese's various policies, procedures and guidelines designed to provide a safe environment for children and young persons. All must report any suspected incident of the physical, mental, or sexual abuse or neglect of a child or young person to appropriate civil and diocesan authorities consistent with the Diocesan Guidelines on Reporting Incidents of Child Abuse or Neglect. All priests, deacons and other personnel, employee and volunteer, are subject to and obligated by this policy.

12. Handbooks should contain a "right to amend" clause such as the following: The principal/pastor reserves the right to amend this handbook at any time without advance notice. Parents will be given prompt notice of amendments.
13. Handbooks will be reviewed and revised, as necessary, annually.

* The term, "parent," includes legal guardians.

See "Student and Parent Handbook Receipt Acknowledgment" form in the School Administrative Handbook.

Recommended: April 12, 2012
Ratified: November 16, 2012

Diocesan School Board
Diocesan Bishop

Diocese of Fort Wayne-South Bend

Students

Grounds for Suspension or Expulsion of Students

- I. The grounds for suspension or expulsion below apply to student conduct which occurs:
 - A. On school grounds;
 - B. Off school grounds at a school activity, function, or event;
 - C. Traveling to or from school or a school activity, function, or event; or
 - D. At any other time when the principal determines that the student's conduct either causes harm or could potentially cause harm to the other students, school employees or property, or the reputation of the School or Diocese.

- II. The following types of student conduct constitute a non-exclusive listing of grounds for suspension or expulsion subject to the school's provisions for disciplinary review contained in P4530.
 - A. Any conduct which, in the opinion of school officials, is contrary to the principles and teachings of the Catholic Church.
 - B. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct.
 - C. Causing or attempting to cause damage to property belonging to any other person, student, school employee or the school, stealing or attempting to steal property belonging to any other person, student, school employee, or school.
 - D. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way that, in the opinion of school officials, could cause physical injury to any person.
 - E. Threatening or intimidating any individual for whatever purpose.
 - F. Violation of the diocese's Gun-Free School Policy.

- G. Possessing, using, transmitting, or being under influence of any controlled substance, including lawfully prescribed medications taken in a non-prescribed manner, or intoxicant of any kind. The prescribed use of a drug authorized by a medical prescription from a physician is not a violation of its use.
- H. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes and/or educational function.
- I. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision.
- J. Engaging in any activity forbidden by the laws of the State of Indiana that interferes with school purposes or education function.
- K. Violating or repeatedly violating any rules that are, in the opinion of the school officials, necessary to carrying out school purposes and/or educational function.
- L. Using on school grounds during school hours an electronic paging device, mp3 player or similar device, cell phone or other mobile message conveyance device in a situation not related to a school purpose or educational function.
- M. Engaging in any unlawful activity on or off school grounds if the unlawful activity is considered by school officials to be an interference with school purposes or educational function.

Diocese of Fort Wayne-South Bend

Students

Disciplinary Review for Students (Suspension or Expulsion)

Any student accused of wrongdoing in violation of school or diocesan policy that could result in the student's suspension or expulsion from the school will be given:

1. An explanation of what the student is accused of doing that is wrong; and
2. An opportunity for the student, in the presence of the student's parents, to respond to the accusations before either the principal, his or her designee, or impartial tribunal established by the school's administration for the purpose of making a recommendation on the matter to the principal.

The principal (in consultation with the pastor in the case of an elementary school) shall be responsible to make a final decision on all such matters. The principal's decision shall be final and binding on all parties.

INTERNET: ACCEPTANCE OF PARENT/GUARDIAN

Please read this document carefully before signing.

As the parent or legal guardian of the minor student identified below, I grant permission for my son or daughter to access networked computer services such as electronic mail and the Internet consistent with the above terms and conditions.

St. Jude Catholic School has taken precautions to eliminate access to inappropriate materials on the networked computer services; however, I also recognize that it is impossible to restrict access to all controversial materials, and I will not hold them responsible for materials acquired on the Internet.

I furthermore accept full responsibility for supervision if and when my student's use is not in a school setting. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use, setting and conveying standards for my child to follow when selecting, sharing or exploring information and media.

The school is not held responsible for the accuracy or quality of information obtained through the Internet services.

I accept responsibility for any financial obligation incurred by my minor child through the use of the Internet and related technologies that is not previously specifically approved by the school as part of the assigned fees. I hereby release and agree to indemnify the Diocese and _____
St. Jude Catholic School and agree to hold them harmless from any unauthorized financial responsibilities or liabilities my student incurs through use of the Internet and related technologies and thus accept responsibility if such financial commitments or liabilities are incurred.

Student's Name (please print) _____

I have read and discussed this Internet Use Agreement with my child. Yes No

Parent or Guardian's Name (please print) _____

Parent or Guardian's Signature _____

Date _____

(School Letterhead Stationery)
(Year)

**INTERNET: USER AND PARENT/GUARDIAN
PERMISSION AGREEMENT**

Please read this document carefully before signing

Internet access is now available to students and teachers in St. Jude
Catholic School. We are very pleased to bring this access to our school and believe that the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to students and teachers is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

The use of the Internet and related technologies must be in support of education and research and consistent with the educational objectives, purpose and Christian mission of the Catholic schools. Use of other organizations' networks or computing resources must comply with the rules appropriate for these networks.

**As a condition of being allowed the privilege to use the St. Jude
Catholic school computer network, I hereby agree to comply with all Diocesan and school policies regarding Internet use, and the rules, terms, and conditions of the User Agreement and to honor all relevant laws and restrictions.**

I understand that my use of the Internet connection in the school is a privilege, not a right. Inappropriate use will result in a cancellation of those privileges. The school administration determines appropriate use and their decision is final. Further disciplinary action may follow as indicated in the school handbook.

I understand that I am expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

Network Etiquette

1. Be polite. Do not send immoral or abusive messages to others.
2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
3. Illegal activities are strictly forbidden.
4. Keep your personal address and phone number private and do not reveal the phone numbers of other students or colleagues.
5. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities.
6. Use the network in such a way that will not disrupt the use of the network by other users.
7. Note that all communications and information accessible via the network should be assumed to be private property.
8. Inform the technology facilitator of any security problem immediately.
9. Inform the technology facilitator of any unsolicited on-line contact immediately.

I understand that the following are not permitted:

1. Accessing, uploading, downloading, or distributing unchristian, immoral, pornographic, obscene, or sexually explicit materials.
2. Sending or displaying unchristian, immoral, offensive, violent, pornographic, obscene or sexually explicit messages or pictures.
3. Using immoral, violent, abusive, obscene or sexually explicit language.
4. Sending unchristian, harassing, insulting, or threatening messages.
5. Damaging computers, computer systems, or computer networks or attempting to harm or destroy data of another user.
6. Violating copyright laws.
7. Unauthorized use of another's password.
8. Trespassing in others' folders, work, or files.
9. Intentionally wasting resources.
10. Employing the network for commercial purposes.
11. Transmission of any material in violation of any federal, state or local law.
12. Obtaining software or data fraudulently or illegally.
13. Revealing one's own or another's personal address or phone number.

I have read (or had explained to me) and understand the above agreement. I further understand any violation of the terms, conditions, and regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked pending investigation and could be revoked permanently, other school disciplinary action may be taken, and/or appropriate legal action may be taken against me.

Student's Name (please print) _____

Student Signature _____

Parent or Guardian Signature _____

Teacher Signature _____

Date _____

PUBLICATION OF
STUDENT PICTURE/NAME ON DIOCESAN WEBSITES
(Students under age 18)

St. Jude Catholic School and our Diocesan Catholic Schools Office (“Diocesan Schools”) maintain websites. These websites include references to highlight our students’ academic accomplishments and other school related activities. From time to time Diocesan Schools may determine it beneficial to publish student names/pictures on the web site for a number of reasons, such as:

1. Acknowledgement of students receiving honors or achievements;
2. Participation in athletics, student organizations, student clubs, or school-sponsored extra-curricular activities.
3. Depictions of students in relation to special school-related occasions or times of year, e.g. homecoming, athletic events, senior graduation, school service projects, etc.

We believe that publication of student names/pictures on publicly accessible websites assists Diocesan Schools in promoting the success and benefits of the schools and the accomplishments and efforts of our students to the Diocesan community and the general public. However, we recognize that a website publications potentially “world wide.” for that reason, we allow the parent(s)/guardian(s) of students under age 18 the opportunity to advise us if they do not want to have their student’s name/picture posted on a Diocesan School’s website. Even if you do not advise us that you do not want your student’s name or picture considered for publication that does not mean your student’s name/picture will be used. The Diocesan Schools may or may not choose to post your student’s name/picture on one of the websites. Such decisions will be made by Diocesan representatives based upon their determination of website format and content.

If you do not want your student’s name or picture even considered for posting on a Diocesan Schools website during this school year, please complete the bottom of this form and return it to the school’s administration office as soon as possible.

Student Name

Grade

School Year

Check one of the following three options:

_____ I do not want Diocesan Schools to use my student’s name on a Diocesan Schools website.

_____ I do not want Diocesan Schools to use my student’s picture on a Diocesan Schools website.

_____ I do not want Diocesan Schools to use my student’s name or picture on a Diocesan School website.

Parent/Guardian Signature

Printed Name

Date